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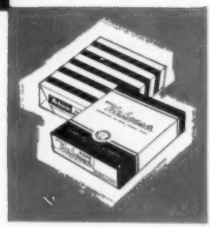

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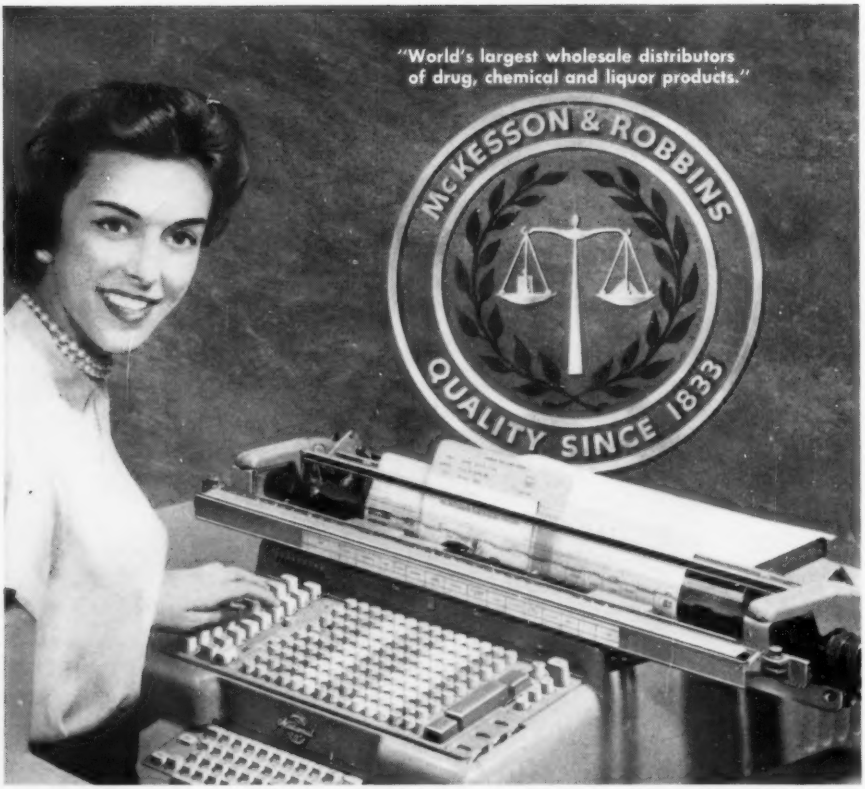

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For More Information Circle No. 144

Trainee Allowances For Clerical Time Standards

EMANUEL KESSLER
Budget Director, Harrison Division, Worthington Corp., Harrison, N. J.

MEASUREMENT through the use of time standards is one of the principal methods employed for better control of clerical operations. In the more successful techniques, time standards developed by study are used to compute, periodically, the total number of standard hours of work produced. Such hours are compared with the number of manhours available to perform the measured activities. Then the percentage of effectiveness can be stated.

To determine the number of manhours available, we must decide the nature and extent of adjustment to allow as credits against scheduled work hours. Hours lost due to holidays, vacations, illness, and the like, are chargeable adjustments of the total hours.

The propriety and extent of other items claimed is not so easily established. One such is an allowance for employees who are trainees. It might be argued that no such allowance be permitted. Since such employees are present and available, their true effectiveness should be shown and to allow an adjustment of actual hours would destroy the validity of the standard.

However, practical considerations outweigh this contention. Efficient operation of any procedure depends on acceptance by personnel. We are dealing with line supervisors who are practical men, who know that their production suffers with a new employee and who feel that a refusal to permit such an allowance would handicap them unjustifiably. Apprentice standards are not uncommon. Properly graded allowances convert the standard developed by the study into an apprentice standard for the necessary period of time. It is desirable to know all factors affecting performance for analysis and future action. Allowing adjustment for trainees enables scrutiny of the effect of employee turnover on performance.

It appears therefore, as a matter of policy, that this is an allowable item. Its determination must be made with a clear understanding of the circumstances surrounding its use and what it is intended to do. The following presents a method whereby time allowances for trainees can be computed systematically and consistently. Remember the values used here were determined for *our* requirements.

At Worthington Corp. we found it expedient to eliminate from functions measured those normally not having a complete cycle within a reporting period (one month). Duties performed at bi-monthly or longer intervals, or special non-recurring assignments, are not measured. Instead, the actual times taken for such activities are reported as adjustments with full credit given in determining the net hours available for performance of measured functions.

The extent of previous experience of any individual must be excluded from consideration. Assume that an employee has met the job prerequisites and is qualified to perform the work for which he was employed. Therefore the evaluation of qualification for the job is another matter unrelated to the question of an allowance for training.

A trainee allowance can apply only to a new employee or one transferred to

S.W.A.P. OFFICE
TRAINEE ALLOWANCE WORK SHEET

Job Title: Unit Section Clerk
Department: Unit Dept.
Date _____ Analyst: [illegible]

FACTOR	COMPUTATION OF VALUES	MEAS. OF DEGREE (CHECK ONE)	POINTS (CIRCLE ONE) A	B	C
I Basic Functions	Four (1. Probs time sheets; 2. " change cards; 3. Prepare premium vouchers; 4. Process complaints)	A One to Two (B) Three to Four C Five or More	25	(50)	75
II Exceptions	None	A One to Two B Three to Four C Five or More	15	30	45
III Originality	None	A One B Two C Three	15	30	45
IV Frequency	a) 1.0 x 2 (#/Functions) = 2 b) 5.0 x 2 (") = 10 c) 22.0x (") = Total Values 12	(A) Total Values To&Incl.12 B " " 13 thru 30 C " " 31 and up	(10)	20	30
V Length	a) 1.0 x 2 (#/Functions) = 2 b) 2.0 x 2 (") = 4 c) 4.0 x (") = d) 8.0 x (") = e) 16.0x (") = Total Values 6	(A) Total Values To&Incl.12 B " " 13 thru 26 C " " 27 and up	(10)	20	30
VI Accuracy	a) 1.0 x (#/Functions) = b) 5.0 x 4 (") = 20 c) 22.0x (") = Total Values 20	A Total Values To&Incl.12 (B) " " 13 thru 30 C " " 31 and up	20	(40)	60
VII Dexterity	a) 1.0 x (#/Functions) = b) 5.0 x 4 (") = 20 c) 22.0x (") = Total Values 20	A Total Values To&Incl.12 (B) " " 13 thru 30 C " " 31 and up	5	(10)	15

Total of Circled Points: 140

FACTORS	POINTS BY DEGREE		
	A	B	C
I. Skill Demand—Basic Functions	25	50	75
II. Skill Demand—Exceptions	15	30	45
III. Skill Demand—Originality Required	15	30	45
IV. Frequency of Functional Cycle	10	20	30
V. Length of Functional Cycle	10	20	30
VI. Accuracy Required	20	40	60
VII. Dexterity Required	5	10	15

a new position on a permanent basis. Training for convenience or flexibility within a department must not be considered. The trainee allowance is to compensate for the necessity of having an employee become familiar with the particular methods, systems, procedures and products of his new employer. He is assumed to be basically qualified to perform the work. Existing employees have already received such training, at least to the extent evaluated as meeting the minimum standard required for the tasks assigned.

The factors which determine the length of time required for training are divided into three degrees, each with a specified point value. Total points ascribed to a job will determine the length of the training cycle and the percentage of available hours allowed during such cycle.

Each factor and each of the degrees thereof are defined below:

I. SKILL DEMAND — BASIC FUNCTIONS. This involves the number of basic functions which must be learned by the person in training. A basic function is a single complete duty. Performance may involve completion of one or more related, sequential operations. It may include the initiation, revision, alteration, and/or completion of one or more related or derived documents. No matter how simple or complex the cycle, one single complete duty is considered a basic function.

All basic functions must be determined and included, except those not performed regularly within the reporting period (one month). Duties and tasks which are special assignments or special jobs, and duties for which no measure of standard time is provided, for all of which the actual time taken is reported, are excluded from determination of the number of basic functions to be learned and for which a trainee allowance is computed.

The degree of the above factor is determined as follows:

DEGREE	MEASURE	POINTS
A	One to two basic functions	25
B	Three to four basic functions	50
C	Five or more basic functions	75

Analysis of this clerk's job indicates four basic functions required to be learned: computation and processing of time sheets, processing of cards to change information on time sheets, preparation of vouchers indicating premium earnings, processing complaints about earnings. This results in application of Degree B of Factor I or 50 points (page 9). Inspection indicated that two such functions are performed daily and two weekly. This results in a value of 12, or Degree A, Factor IV, 10 points (page 15). Our time standards show that two of the functions require not more than .1 hour and the other two not more than .3 hours. This results in Degree A for Factor V or 10 points (page 15). Since all tasks involve money payments to be made by the company, accuracy is Degree B, Factor VI, and an allowance of 40 points (page 16). A normal amount of dexterity is required, or Degree B, Factor VII, and an allowance of 10 points (page 19). Total allowance points is 120. Chart on page 11 indicates that 60% of trainee's available time during first month is to be charged to training, and 5% during second month.

S.W.A.P. OFFICE
TRAINEE ALLOWANCE WORK SHEET

Job Title STENO-TYPIST
Department PAYS ESTIMATING DEPT
Date _____ Analyst EK

FACTOR	COMPUTATION OF VALUES	MEAS. OF DEGREE (CHECK ONE)	POINTS (CIRCLE ONE) A	B	C
I Basic Functions	√	A One to Two B Three to Four (C) Five or More	25	50	(75)
II Exceptions	None	A One to Two B Three to Four C Five or More	15	30	45
III Originality	none	A One B Two C Three	15	30	45
IV Frequency	a) 1.0 x 4 (#/Functions) = 4 b) 5.0 x 1 (") = 5 c) 22.0x (") = _____ Total Values 9	(A) Total Values To&Incl.12 B " " 13 thru 30 C " " 31 and up	(10)	20	30
V Length	a) 1.0 x 4 (#/Functions) = 4 b) 2.0 x 1 (") = 2 c) 4.0 x (") = _____ d) 8.0 x (") = _____ e) 16.0x (") = _____ Total Values 6	(A) Total Values To&Incl.12 B " " 13 thru 26 C " " 27 and up	(10)	20	30
VI Accuracy	a) 1.0 x 3 (#/Functions) = 3 b) 5.0 x 1 (") = 5 c) 22.0x 1 (") = 22 Total Values 30	A Total Values To&Incl.12 (B) " " 13 thru 30 C " " 31 and up	20	(40)	60
VII Dexterity	a) 1.0 x 2 (#/Functions) = 2 b) 5.0 x 3 (") = 15 c) 22.0x (") = _____ Total Values 17	A Total Values To&Incl.12 (B) " " 13 thru 30 C " " 31 and up	5	(10)	15

Total of Circled Points 145

EMPLOYEE TRAINING ALLOWANCES

ALLOWANCE POINTS	1st MONTH	2nd MONTH	3rd MONTH
276-300	82%	50%	17%
251-275	81%	45%	14%
226-250	80%	40%	10%
201-225	78%	34%	3%
176-200	75%	28%	
151-175	72%	22%	
126-150	68%	15%	
101-125	60%	5%	
76-100	50%		
51- 75	39%		
0- 50	27%		

Determine appropriate line in left-hand column. Read across to the right to ascertain: (1) number of months during which an allowance is to be claimed; (2) percentage of available hours to be deducted from total hours paid during each month in which an allowance is claimed.

II. SKILL DEMAND — EXCEPTIONS. This involves the number of exceptions to the norm which must be learned. Exceptions to normal performance of basic functions may occur regularly or sporadically, frequently or infrequently. They may be covered by oral or written instructions. They may give rise to situations more, or less, complex than normal processing. When a basic function can be processed completely only in one possible way, there can be no exceptions. When one or more deviations are possible, one or more exceptions are present.

The degree of the above factor is determined as follows:

DEGREE	MEASURE	POINTS
A	One to two exceptions	15
B	Three to four exceptions	30
C	Five or more exceptions	45

III. SKILL DEMAND — ORIGINALITY REQUIRED. This involves the amount of original thinking required to perform the functions. All work requires some thinking. Not all thinking is original or creative. Thinking involved in making a routine alternative decision, based on known or reasonably assumed facts, is not considered original or creative. Processing an assigned project which has not been routinized, involves original thinking. Making reports in an unestablished format, involves original thinking. Writing original letters, not containing prescribed information, requires original thinking.

While not measured, it is recognized that a certain amount of on-the-job training or experience is required for the proper performance of creative thinking. Analyze each basic function

This steno-typist's work sheet shows a total of 145 allowance points. The chart above indicates a trainee allowance of 68% the first month and 15% the second month.

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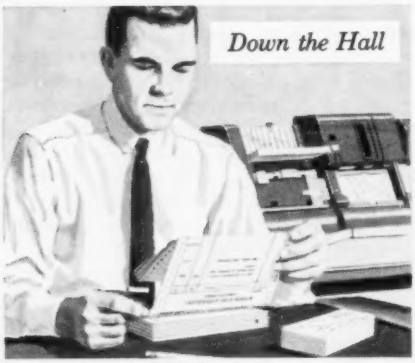
1. Sales Office Customer acknowledgment is made and the salesman's order typed on a 4-part Moore form. The machine also types the information on Tape #1, and it is wired to . . .

2. Production Control The information comes in on machines that also punch Tape #2. Schedule dates are added on automatically typed 13-part Moore Speediflo orders. Tape #3 is made.



5. Machine Accounting Tape #5 feeds the record of sales into card-punching machines. The punched cards are put through electronic equipment for analyses of sales and other reports.

6. The Decision Makers Now sales figures are up-to-the-minute. Decisions are based on company conditions today, not yesterday or last month. Such control was never possible before.

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play an important part in system planning, because sound principles applied *then* show results in efficiency and economy. Moore manufactures forms only and not A D P machines. It brings any company the automation it needs to do its work best, regardless of size or number of transactions. This improvement can be applied all at once or in stages to reach the goal gradually.

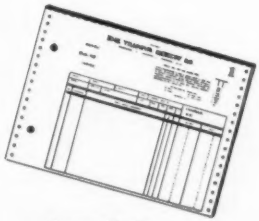
3. Plant The incoming wire punches Tape #4. The plants use them to automatically type master orders with plant copies. This furnishes instructions to start producing the customers' orders.

4. Main Office Meanwhile, duplicates of Tape #3 have been released and will be used to prepare customer invoices, on Moore forms. A by-product is Tape #5 containing selective data.

Moore forms are the heart of the system

...they deliver the A D P benefits

They take the information where it's needed. Now orders are acknowledged and filled promptly, in most cases the same day. Accuracy has become the rule. Specifications are right and descriptions detailed, with errors in transmitting now practically non-existent. Management knows what's going on and has control. Any company can enjoy A D P benefits like those above and can start by calling the Moore man in. He's in the Classified or can be reached by writing the nearest Moore office, below.



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- ☐ #901G – green pencil writes green
- ☐ #901Y – yellow pencil writes blue black
- ☐ #901A – Assorted

For More Information Circle No. 298

and its exceptions, if any, to determine whether the proper performance requires original or creative thinking.

The degree of the above factor is determined as follows:

DEGREE	MEASURE	POINTS
A	One basic function or exception requiring original or creative thinking	15
B	Two basic functions and/or exceptions requiring original or creative thinking	30
C	Three or more basic functions and/or exceptions requiring original or creative thinking	45

IV. FREQUENCY OF FUNCTIONAL CYCLE. This involves the frequency of occurrence of functional cycles. The more often each basic function is repeated within a period, the more opportunities for learning and the shorter the time required for training. If the complete performance cycle of one or more basic functions occur infrequently within the period, there is fewer opportunities to learn them and the training period is longer.

The degree of the above factor is computed as follows:

1. Determine whether each function and exception is repeated: (a) at least once each day; (b) at least once each week; (c) not more than once a month.

2. Using the following values for each of the above three groups, multiply each value by the number of functions and/or exceptions within such groups: (a) 1; (b) 5; (c) 22.

(Example: A total of four basic functions and exceptions, of which two are in group (a) and one each in groups (b) and (c). In group (a), two $\times$ 1 = 2. In (b), one $\times$ 5 = 5. In (c), one $\times$ 22 = 22. Total value, 29.)

The degree of the above factor is determined as follows:

DEGREE	MEASURE	POINTS
A	Total values up to and including 12	10
B	Total values from 13 to 30	20
C	Total values of 31 and over	30

V. LENGTH OF FUNCTIONAL CYCLE. This involves the length, in time, of the functional cycles. The shorter the time required to perform the cycle of a basic function, the less complex and involved it is, and the easier to learn. A cycle requiring a long time for its completion generally involves more steps and more complicated activities, therefore takes longer to learn.

The degree of the above factor is computed as follows:

1. Determine, as to each function and exception, whether the length of the cycle is: (a) not more than 0.1 hour; (b) over 0.1 but not more than 0.3 hour; (c) over 0.3 but not more than 1 hour; (d) over 1 but not more than 8 hours; (e) over 8 hours.

2. Using the following values for each of the above five groups, multiply each value by the number of functions and/or exceptions within such group: (a) 1; (b) 2; (c) 4; (d) 8; (e) 16.

(Example: A total of five basic functions and exceptions of which two are in group (a), two in (c) and one in (d). In (a), two $\times$ 1 = 2; in (c), two $\times$ 4 = 8; in (d), one $\times$ 8 = 8. Total value, 18.)

The degree of the factor is determined as follows:

DEGREE	MEASURE	POINTS
A	Total values up to and including 12	10
B	Total values from 13 to 26	20
C	Total values of 27 and over	30

VI. ACCURACY. This involves the significance of errors upon operations. The importance of accuracy is directly related to the effect caused by an error. The time needed to learn, appreciate and practice the degree of accuracy required depends upon the results that may follow an error; the more important and widespread the effect, the longer the time required to learn.

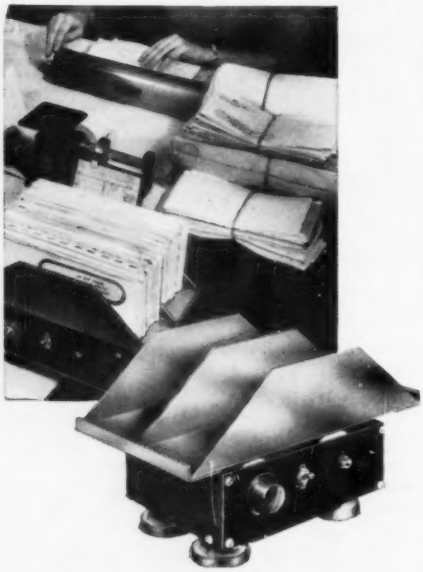
The degree of the above factor is computed as follows:

1. Determine, as to each function and exception, whether possible errors or omissions are:

(a) Of a minor nature, affecting no more than departmental or individual records of performances, mechanical or

Reduce Cost . . .

Prevent Damage



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typographical errors and omissions or failures in prescribed duties or tasks not affecting higher levels.

(b) Of a more serious nature, affecting money to be paid, reports of departmental operations, interpretations of company policy, and activities of similar import.

(c) Of a high degree of importance, affecting customer relations, reports to regulatory bodies, company decisions and policy, etc.

2. Using the following values for each of the above three groups, multiply each value by the number of functions and exceptions within such groups: (a) 1; (b) 5; (c) 22.

The degree of the factor is determined as follows:

DEGREE	MEASURE	POINTS
A	Total values up to and including 12	20
B	Total values from 13 to 30	40
C	Total values of 31 and over	60

VII. DEXTERITY. This involves the extent of finger and hand operations performed and material handled. High frequencies of such operations together with handling large volumes of reference material call for a high degree of manual dexterity.

The degree of this factor is computed as follows:

1. Determine, as to each factor and exception, whether it requires:

(a) Few finger and hand operations and/or mainly bulk handling of materials, jobs which are mostly analytical, such as planning, estimating, etc.; those in which mostly physical effort is required such as mail delivery, messenger service, etc., and those in which these two elements are combined, such as expediting, time and motion study, etc.

(b) A normal amount of finger and hand operations combined with the handling of documents, folders, etc., jobs involving routine analyses accompanied by processing of documents and materials involved, such as invoice and receiving report checking, cost analysis and accumulation, inventory checking

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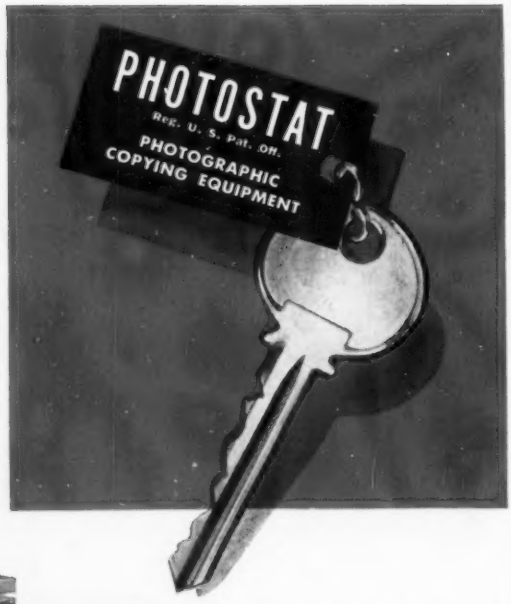

Write us . . . without any obligation. Your inquiries will have our prompt and interested attention.

Photocopying equipment and the copies it produces are as different as the variety of subjects it copies. *Only one line* carries the time-honored name of "PHOTOSTAT" . . . the registered trademark of PHOTOSTAT CORPORATION.

Together with the splendid MICROTRONICS Microfilm Equipment which we manufacture, the large family of PHOTOSTAT Photographic Copying Equipment and Paper now available is designed to open the door, for every user, large and small alike, to the best there is in photocopying, on both paper and film . . . the accepted modern method for making and preserving economical, error-proof copies of anything printed, written or drawn.

What's more . . . expert advice as to what is best for *your* needs is yours for the asking from our representatives located throughout the United States and in Canada.

PHOTOSTAT is the trademark of PHOTOSTAT CORPORATION

PHOTOSTAT CORPORATION

299 STATE STREET, ROCHESTER 14, NEW YORK

Offices in principal cities and Toronto, Canada

For More Information Circle No. 127

and ledger posting, clerical dispatching or disbursing, etc.

(c) A high volume of finger and hand operations usually performed concurrently with the handling of large volumes of documents, key punch or calculating machine operations, pool typing, payroll machine operations, etc.

2. Using the following values for each of the above three groups, multiply each value by the number of functions and exceptions within such groups: (a) 1; (b) 5; (c) 22.

3. The degree of the factor is determined as follows:

DEGREE	MEASURE	POINTS
A	Total values up to and including 12	5
B	Total values from 13 to 30	10
C	Total values of 31 and over	15

An analysis of various jobs already measured, in the light of the circumstances above described, led to the conclusion that the maximum limit of time required is three months or 13 weeks. A chart was prepared to indicate, for any given number of allowance points, the total length of months during which an allowance is to be claimed, and, for each month, the percentage of available hours to be claimed (see page 11).

"The man who fixed the shredding machine was kind enough to adjust my typewriter."

at last!

An easy way to keep fully informed of new developments in data processing

DATA PROCESSING DIGEST is a monthly digest of the most significant current articles in the field of automatic data processing, selected from trade publications, conference reports, professional group proceedings and books.

Recent issues of DATA PROCESSING DIGEST have covered these subjects:

- Description and operation of electronic clerical data processing equipment,
- Typical applications in business and industry,
- Electronic clerical system design,
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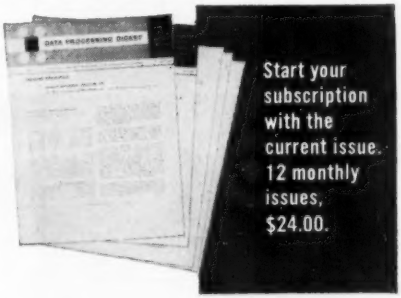
- Seminars, conferences, training programs.

You get the key ideas of the articles with complete references for only a few minutes' reading time.



Free Copy of Current Issue!

We are so sure that after seeing a copy of the current issue of *Data Processing Digest* you will want to receive it every month, that we will send you a copy of the current issue absolutely free. Send us your address today.

CANNING, SISSON AND ASSOCIATES
914F SOUTH ROBERTSON BLVD.
LOS ANGELES 35, CALIFORNIA

For More Information Circle No. 224

Copying Equipment Allows Issuing Company Telephone Directory More Often

HELEN E. JENNINGS
Superintendent, Typing & Duplicating Dept., Peoples Gas Light & Coke Co., Chicago

FOR MORE THAN 100 years, the Peoples Gas Light & Coke Co. has been supplying gas to the people of Chicago. With one million meters now on our lines, Peoples Gas serves the fuel needs of both home and industry in this city which has a population of nearly four million. This necessitates a gigantic amount of paperwork. Playing a prominent role in getting this paperwork done faster and more cheaply is Xerox copying equipment.

General paperwork copying jobs performed by this equipment include forms, manuals, engineering charts, maps, internal bulletins, company telephone directories, statistical reports, sales bulletins, procedure manuals, magazine and newspaper clipping services, form letters, budget statements, announcements and even posters. Xerox equipment has saved us money, provided us with faster service and at the same time enabled us to expand our services.

We started using it about three years ago to produce, for distribution within the company, copies of material such as correspondence, memoranda, contracts, governmental regulations and orders, etc., previously prepared or received in typewritten or printed form. After we put the equipment to work for us, typing of this material was eliminated by reproducing from the available copy.

Producing our 50-page company telephone directory is one of the large jobs this equipment helps us perform. It formerly required about 60 hours to pre-

STOP *guessing* – **START** *saving*

- Chronologically records actual on-and-off time by duration.
- Gives absolute time-study data per operation.
- Establishes true cost accounting.
- Permits supervision of parts replacement, repairs, maintenance.
- Gives total operating time of machine, feed or belt-line.
- Allows ability to anticipate equipment servicing.

$55 **TIME RECORDER + TOTALIZER**

TR+T records on continuous 4-month tape. Uses no ink. No maintenance. Thousands in use in large and small plants.

Now get complete, accurate, documented production data on any machine, process, operation. Eliminates costly, inaccurate spotchecks, time studies.

Write for Brochure "J-5"

STANDARD INSTRUMENT CORP. 657 BROADWAY
Division of HEAT-TIMER CORPORATION New York 12, N.Y.

For More Information Circle No. 223

For More Information Circle No. 428→

Insist On A Demonstration

of the New ELECTRIC COLLAMATIC COLLATOR

From **$395.** F.O.B. Wayne, New Jersey

LOW COST six models available

EFORE YOU BUY — OR ARE SOLD NY OFFICE COLLATING MACHINE

People in business, people you know, who have tusseled with the problem of collating for years, are **ASTONISHED** at the effortless operation of the NEW electric **COLLAMATIC.**

It can be your pleasure too — to see the New **COLLAMATIC — to examine for yourself,** each finely engineered feature of the machine, and of its operation — to experience the touch of the Automatic Starter — to see the sheets collated in an effortless manner.

It can be our pleasure to bring effortless electrical collating to your office.

Write **TODAY** for a demonstration or additional information.

Model 1200 Console

AUTOMATIC STARTER — Simply touch to collate.

MAGICFEED ROLLERS — Insure positive feed even to last sheet.

FLEXIBILITY OF LINE — Your increased requirements provided for by simply adding Units.

BIN CAPACITY — A full ream.

Dealers from Coast to Coast

ELECTRIC COLLAMATIC COLLATOR

102-5 State Highway 23
Wayne, New Jersey
MOuntain View 8-2900

REQUEST YOUR DEMONSTRATION — **TODAY**

Please arrange a demonstration for ☐ Please forward literature to

me _____

n _____

eet _____

y _____ State _____

JOB ABSENTEEISM

How you can cut it down by a practical plan which helps employees solve their own personal financial problems

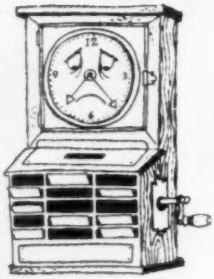


Figure how much employee absenteeism costs your company each year. Then consider the fact that one of the chief contributors to this management headache is personal financial trouble.

Today many companies are encouraging a practical means for their employees to solve their own personal financial problems through the establishment of employee credit unions.

A credit union is simply a group of people who operate their own borrowing and savings plan supervised by government agencies.

Credit unions can and have eliminated pay advances and wage garnishments. They have done much to cut down absenteeism and job quitting by building morale, self-respect and dependability. The coupon below will bring you prompt and complete information.

SEND FOR MORE INFORMATION

Credit Union National Association
Box 57, Dept. 0-1, Madison, Wisconsin
Send me more information about credit unions.

Name .....

Company .....

Address .....

City ..... State .....

For More Information Circle No. 218

pare the printing masters for one issue of this directory. This included time for typing, make ready, corrections, instructions to plate maker, and paste up.

Now, from listings prepared mechanically, Xerox copying equipment, including the camera to reduce the copy photographically, have slimmed the directory to 35 pages and reduced printing plate preparation time from 60 to four hours. We now can get out revised directories four times a year. Our former procedure of publishing the directory annually and issuing supplemental bi-monthly correction lists has been discontinued.

Publishing the directory four times a year by this method is less costly than the previous method of publishing yearly and having employees keep their copies current by making periodic longhand changes from the supplemental correction lists.

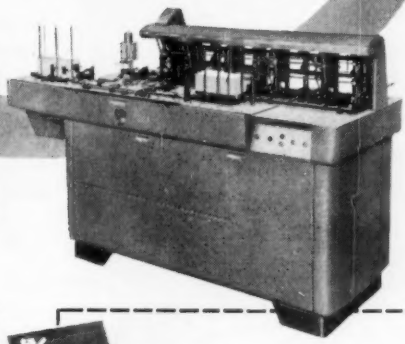
In preparing our many forms with data fill-in, we used to duplicate them in such a time-consuming way that we were required to stock, within our department, a large supply of forms. Now we stock only about 10% of the supply formerly required. This represents a great economy to us because we don't have to store large quantities of forms,

Ruth Felicia (left) shows Mabel Olson the typed copy for the company telephone directory.

YOU SAVE *from* THE VERY FIRST DAY

with

INSERTING & MAILING MACHINE



Inserting & Mailing machine starts to pay for itself the moment it begins to work for you. Automatically gathers up to 8 enclosures, stuffs them into envelopes, seals flaps, meters postage or prints indicia, counts and stacks. One operator prepares 3,500 to 4,500 pieces per hour. Savings of 80% and more are reported by users.

INSERTING AND MAILING MACHINE CO.
PHILLIPSBURG, NEW JERSEY

Mail the coupon for a mailer's story

INSERTING AND MAILING MACHINE CO.
Phillipsburg, New Jersey **O-5**

☐ Send "How Small Can a Mailer Be?"
☐ Send descriptive catalog.
☐ Arrange a demonstration.

We mail_____ per_____

NAME_____

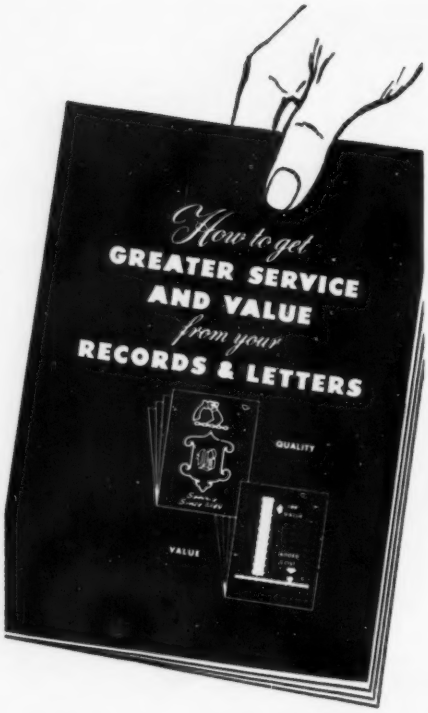
FIRM_____

ADDRESS_____

CITY_____ ZONE____ STATE____

GATHERS ENCLOSURES | INSERTS INTO ENVELOPE | SEALS ENVELOPE | PRINTS POSTAGE INDICIA | COUNTS & STACKS

For More Information Circle No. 111



FREE!

A Guide to BETTER RECORDS and IMPRESSIVE LETTERS

Here is a comprehensive resume of essential facts that will help you to more efficient paper selection. It is yours for the asking.

With this handy guide, amply illustrated and simply written, you will be better able to

- ★ *Judge paper properties and their value.*
- ★ *Determine the effect of paper prices on total record or letter costs.*
- ★ *Get correct, most economical grade for each specific need.*
- ★ *Choose papers of permanence, durability, prestige.*

If you use, select or buy record or letter papers, you will find this an invaluable guide in making the best choice for all of your needs.

MAIL THIS COUPON TODAY

for your free copy of

"How to Get GREATER SERVICE AND VALUE from your RECORDS & LETTERS"

L. L. BROWN PAPER CO., ADAMS, MASS.
Please send me FREE copy of "How To Get Greater Service and Value From Your Records and Letters."

Name_____

Title_____

Company_____

Street_____

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Please Print Plainly G

Since 1849

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Record and Correspondence

PAPERS

LEDGERS, BONDS, INDEX
BRISTOLS & LINENS

For More Information Circle No. 110

Mabel Olson (left) xerography department supervisor at Peoples Gas Light & Coke Co., Chicago, watches layout technician Eleanor Drechney make a two-page paste-up for reproduction.

nor do we have to go through the clerical operation of ordering these forms. Paper masters and multiple copies of existing, new, or changed forms can be made in a few minutes when needed.

Concerning the preparation of statistical reports, we used to type directly onto a large offset paper master to which accumulated data were added each month. After the first few months, the typed master would deteriorate and no longer could be used and the entire statement to date had to be retyped on a new master. Today, our accumulated data are added to a master work sheet each month, and a new paper offset

The Mark of Quality

BONNAR-VAWTER Incorporated

1735 E. 30TH STREET • CLEVELAND 14, OHIO

Sales Offices in Principal Cities

50,000 SETS OR MORE?

Whether you're making paper dollies or quality business forms, there's NATURAL ECONOMY in the process that starts with one wide roll of paper and produces all parts *in a single operation.*

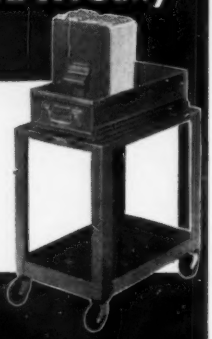
FANFORM is this process. Lower the cost of YOUR *Snapapart* and *Tabulating* forms . . . design them FANFORM . . . order 50M or more!

For More Information Circle No. 227

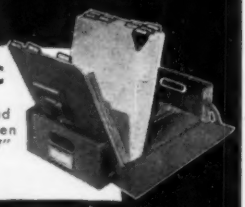
P.E.C.

"MATIC"

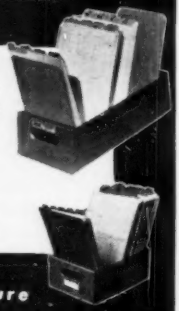
means INCREASED OFFICE EFFICIENCY ...autoMATICally



DUO-MATIC
POSTING TRAYS AND STANDS . . . Tray models for sheet sizes from 7" x 11" to 12" x 12". Stands available in skeleton, fully enclosed or with Filing Drawer.



PORTA-MATIC
Trays available in 12", 14¾", 18", and 23¾" lengths and ten widths from 5" to 17" Lightweight . . . Portable.



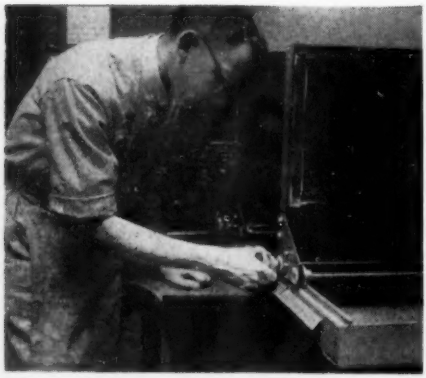
TILT-O-MATIC
Five sizes for all standard register and sales book forms.

V-MATIC Tray
Ideal housing for writing board and machine accounting records requiring small capacity. Eight sizes.

Write for prices and literature

P.E.C. POSTING EQUIPMENT CORP.
1026 Niagara St., Buffalo 13, N. Y.

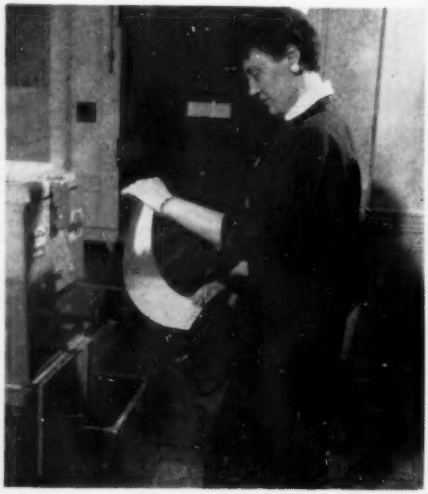
For More Information Circle No. 322



Norman Mysliwiec calculates the copy reduction percentage on a Xerox No. 4 camera.

master is made with our copying equipment and the required number of copies run.

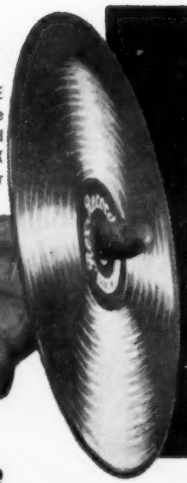
One of the chief advantages of our copying equipment is its speed. Not long ago we received a request for copies of a special report for a meeting which would start within ten minutes. The requested copies were ready for the meeting!



Betty Lou Janke adjusts offset paper master on the Xerox selenium plate.

Only the REX RECORDER gives a DOUBLE GUARANTEE

This guarantee is backed, both by, EXCLUSIVE FRANCHISED trained dealers who give IMMEDIATE SERVICE in the users office and by National Headquarters. Original REX RECORDER parts are stocked by both for proper service and maintenance.



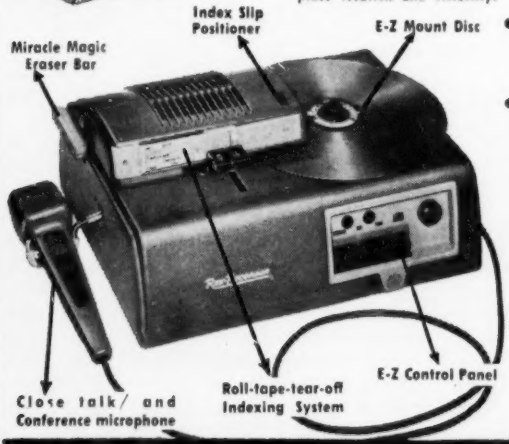
You CAN USE THIS DISC *10,000* TIMES

...on the NEW TN-3 ***Rex-Recorder***

DICTATING/TRANSCRIBING MACHINE

. . . and SAVE $75 per machine as compared to purchase price of other MAJOR dictating machines.

- The NEW roll-tape-tear-off automatic indexing system is the finest and most efficient indexing system devised . . . and a REX RECORDER TN-3 exclusive. It requires only one loading for a minimum of 35 uses and gives perfect instantaneous place location and visibility.



- Only REX RECORDER TN-3 combines the magnetic recording principal with dictating machine system efficiency.
- Four years of use by single machine users and large corporations using as many as 400 REX RECORDERS has proven that the REX RECORDER is one of the most repair free machines for dictating and transcribing.

BENEFIT FROM: REX TRAVEL SERVICE

Thousands of business people (small and large) and professional people are enjoying the benefits of REX TRAVEL SERVICE. When you are travelling, membership in RTS entitles you to contact the local REX RECORDER dealer . . . and he will supply you with the necessary dictating machine equipment, during your stay.

Some Choice Territories Still Open

Nat'l Headquarters AMERICAN DICTATING MACHINE CO., Dept. T 65 MADISON AVE., N. Y. C.

For More Information Circle No. 114

Now SHARPER CLEARER COPIES FROM DIRECT PRINT COPY MACHINES

with master sheets of

Patapar® Translucent Parchment

These master sheets are a special type of Patapar Vegetable Parchment scientifically designed for direct print copy machines. Quality controlled texture and correct, uniform translucency assure superfast transmission of the ultra violet rays. There is no diffusion. The result is speedier operation, and infinitely clear, sharp copies.

PATAPAR TRANSLUCENT PARCHMENT has a perfect surface for printing with opaque or regular inks. It is excellent for typing, pen and pencil entries, artists sketches or drawings.

SEND FOR SAMPLES – Write on your business letterhead for brochure of testing samples. Name of nearest distributor on request.

PATERSON PARCHMENT PAPER COMPANY
Bristol, Pennsylvania
Sales Offices: New York, Chicago
West Coast Plant: Sunnyvale, California
Headquarters for Vegetable Parchment Since 1885

For More Information Circle No. 196

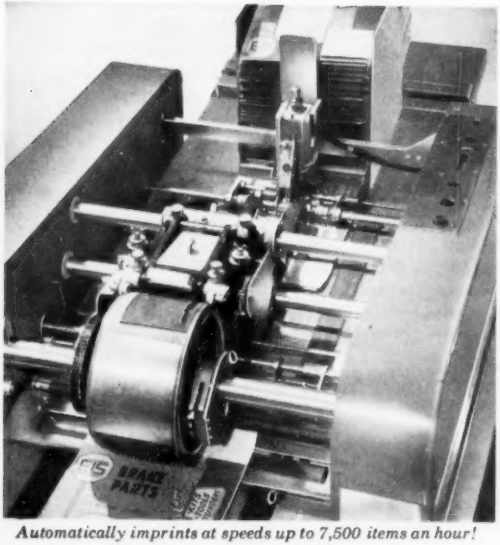
Future Office Space Is Underestimated

FUTURE OFFICE SPACE needs have been seriously underestimated by most business firms, Norman Tishman, president, Tishman Realty & Construction Co., declared last month. "Despite the record growth of our national economy during the past decade," Mr. Tishman said, "most business corporations, when taking space in new office buildings, have been reluctant to gauge their expansion prospects against the national trend. They recognized the need for planning plant expansion, but generally overlooked the fact that greater industrial activity generates greater administrative, promotion, sales and financing activity and a corresponding need for more office space to accommodate increased executive and clerical rosters.

"As a result, the wide fear of overestimating future office needs, in the name of economy, is now proving a boomerang to a large number of corporations. Many of these companies are again finding themselves cramped and faced with the alternative of moving to larger quarters or of inviting decentralization again by leasing additional space in other buildings.

"Among the tenants in our new buildings, we have corporations who short-

New!...Pitney-Bowes' revolutionary Office Imprinting Machine



Automatically imprints at speeds up to 7,500 items an hour!

- **Cuts imprinting and materials costs**
- **Eliminates wasteful preprinting and excessive inventories**
- **Speeds imprinting of envelopes, advertising literature, cartons, etc.**

The model 4800 uses instant drying, flexographic ink, needs no mixing . . . gives accurate register in an area as large as 4″ by 18″, and on most coated or uncoated surfaces. Handles material up to 18″ by 18″, and from .010″ to 3/16″ thick. Printing drum uses rubber mats or metal type from 6 pt. up. One knob controls printing pressure. Power stacker provides large capacity, easy removals. Rugged construction for years of dependable service.

THIS amazing new machine does high quality imprinting on envelopes, advertising literature and various containers—at speeds up to 7,500 an hour! Adjustable without tools, it can be easily operated by anybody . . . Sharply reduces the volume and variety of inventories, lowers printing costs, and eliminates the waste in preprinting. A big money saver, and a real money maker. See it as soon as you can! Call any Pitney-Bowes office for a demonstration or send coupon for free illustrated folder and booklet of case studies.

PITNEY-BOWES

Imprinting Machines

Made by the originators of the postage meter . . . Service from 272 cities in U. S. and Canada

PITNEY-BOWES, INC.
3426 Crosby Street
Stamford, Conn.

Send free Imprinter folder and case studies to:

*Name*_____

*Address*_____

For More Information Circle No. 164

sightedly leased just enough space for current needs at the time of negotiations and were fortunate enough to be able to secure additional space before taking possession, others who took larger space than they thought they would currently need but found themselves requiring the entire area almost immediately after moving in, and, finally, others who had the foresight to lease space enough to accommodate long-range expansion while subleasing for short periods the space they did not currently require.

"Inasmuch as rent is one of a corporation's smallest expenses, it is penny-wise and pound-foolish to cut the space cloth too close to current needs. It is truer economy to measure future possibilities properly and provide the necessary expansion room at the outset than to be faced with the periodic, expensive and time-consuming chore of space-hunting.

"The same data which companies use to measure their plant expansion needs, should be applied to their office needs. Business outlays for plant expansion this year alone are estimated at approximately $35 billion—the greatest in history and 22% over the record set last year. These figures, together with increasing population, rising national income, swelling markets, new products, greater competition and improved marketing techniques, should be considered alongside conditions peculiar to each industry and to the particular standing of the company itself in its field, in gauging future office space needs correctly," Mr. Tishman emphasized.

Tishman Realty, which recently completed two air-conditioned office buildings at 99 and 460 Park Ave., will erect a 38-story, air-conditioned office building at 666 Fifth Avenue., New York, containing more than a million square feet of net rentable office space.

the streamlined way

for immediate communication

Wheelock **Code Call**

With the Code Call Transmitter at the switchboard, the busy operator need no longer waste time locating persons away from desk or bench. She just presses the button on the Wheelock Code Call and a numerical code sounds off throughout the plant. The person being paged then responds via the nearest telephone.

The Wheelock Code Call is easy to install with any desired combination of chimes, bells, horns and other signalling devices. Write for Bulletin 4B-8

Signal Engineering & Mfg. Co. has changed its name to

Wheelock SIGNALS
CODE CALL LONG BRANCH, N. J.

For More Information Circle No. 221

To find keys as easily as letters . . .

Organize your keys, like you file letters, so they'll be always available when needed. It ends valuable time lost searching for keys and unnecessary expense if they can't be found. And with TelKee's Visible Cross-Index (secret code book) keys are readily picked out by authorized persons only. To all others they're meaningless. Send for FREE catalog No. O-31.

TEL KEE

The **MOORE KEY CONTROL**® *Systems*

P. O. MOORE, INC. A Subsidiary of SUNROC CORPORATION, Glen Riddle, Pa.

For More Information Circle No. 222

R.C.Allen CASH REGISTER

always gives you finest value!

The Low Price of R. C. Allen Cash Registers is all the more amazing because of the many "extra" efficiency features considered standard in these versatile machines. Most businesses, whether large or small, will find an R. C. Allen model suited to their requirements and satisfactory in both service and value. The preference for R. C. Allen quality is natural with executives who are both economy and efficiency conscious. Call your R. C. Allen dealer for a demonstration or write us for information about a cash register to meet your requirements.

R.C.Allen Business Machines, Inc.
679 Front Avenue, Grand Rapids 4, Mich.

TYPEWRITERS · CASH REGISTERS · ADDING MACHINES · SAFES · FILES · BOOKKEEPING MACHINES

For More Information Circle No. 147

R.C.Allen TYPEWRITER

always gives you finest value!

You'd Expect a VisOmatic Typewriter to Cost More . . . yet, with all its exclusive features for speed, accuracy and efficiency, this fine machine actually costs less than many standard makes. The R. C. Allen practice of giving the utmost in quality, performance and value—at a practical price—is why the VisOmatic is becoming more and more the first choice of business men and women everywhere. Ask your R. C. Allen dealer for an office demonstration—or write us for a free booklet about "the world's most advanced typewriters."

R.C.Allen Business Machines, Inc.
679 Front Avenue, Grand Rapids 4, Mich.

TYPEWRITERS · CASH REGISTERS · ADDING MACHINES · SAFES · FILES · BOOKKEEPING MACHINES

For More Information Circle No. 152

R.C.Allen ADDING MACHINE

always gives you finest value!

Ultimate Value in Service, as well as in efficiency, is an important consideration in choosing an adding machine. The R. C. Allen is known for lasting dependability, and a full measure of value in performance features which are exclusive at the very low R. C. Allen price. R. C. Allen dealers have electric and hand-operated full keyboard and ten key models to assure you of the right machine for your job.

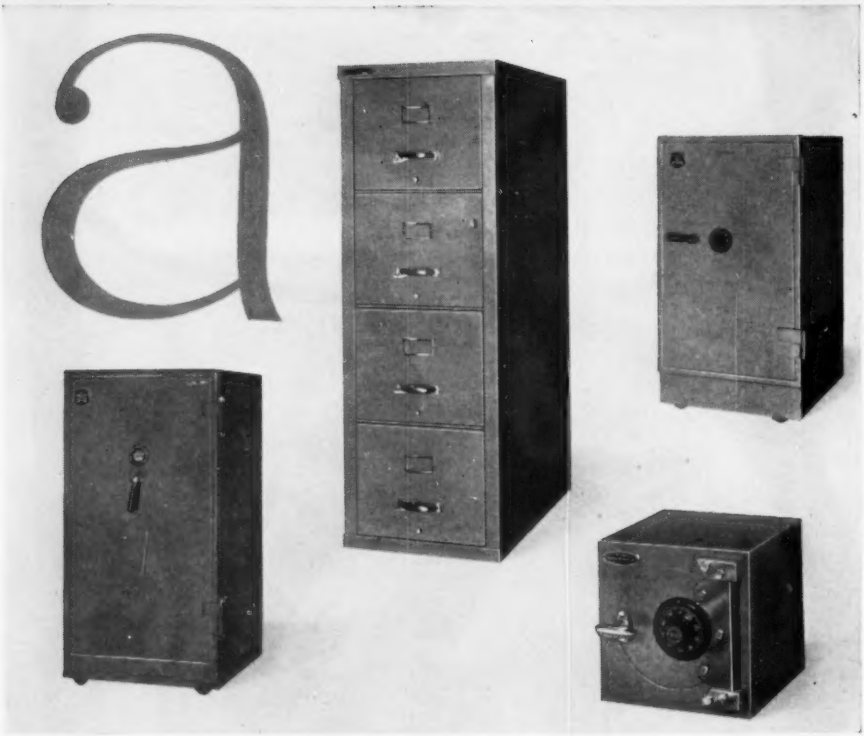
R.C.Allen Business Machines, Inc.
679 Front Avenue, Grand Rapids 4, Mich.

TYPEWRITERS • CASH REGISTERS • ADDING MACHINES • SAFES • FILES • BOOKKEEPING MACHINES

For More Information Circle No. 113

R.C.Allen SAFES AND INSULATED FILES

always gives you finest value!



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For More Information Circle No. 146

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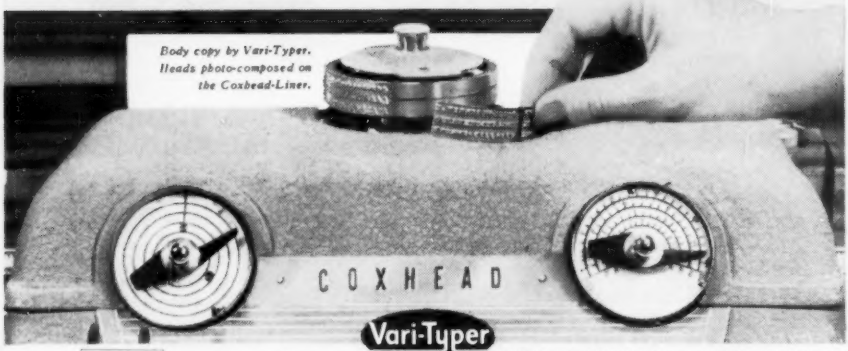

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ADDRESS.....
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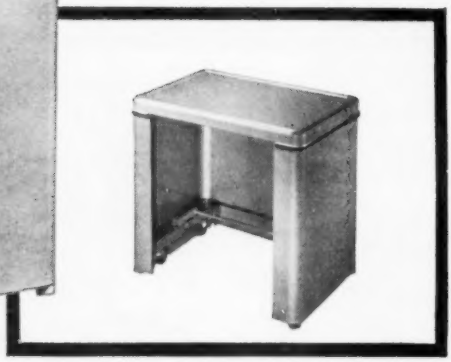
For More Information Circle No. 109

Your office will have

the Final Touch of good taste

with a CONSOLETT stand



Here is a happy departure from pipe-and-angle styling. The Consolett combines the mobility and space-saving advantage of a conventional type stand with the eye-pleasing lines of a modern desk.

Handsome? Yes, and better yet, it's functional. Enclosed design offers roomy comfort and privacy. There are no protrusions to snag clothing . . . concealed bar retracts casters at the touch of a toe. Even the decorative moulding serves as a protective bumper.

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For More Information Circle No. 165

The Todd Disburser is a real time and trouble saver for your bookkeeping department. It dates, signs and protects checks in one fast, efficient operation. It's smaller and lighter than a typewriter. With it, one girl can do three operations on the one machine. In addition, the Todd Disburser protects company funds, drastically reduces errors.

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THE TODD COMPANY, Inc.,
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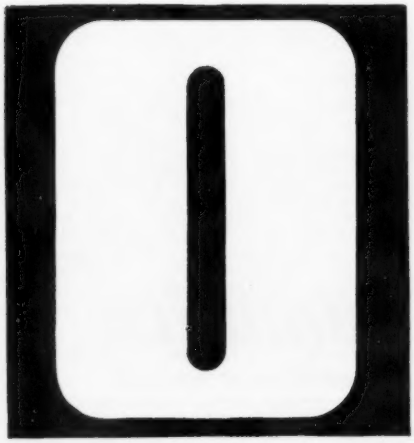
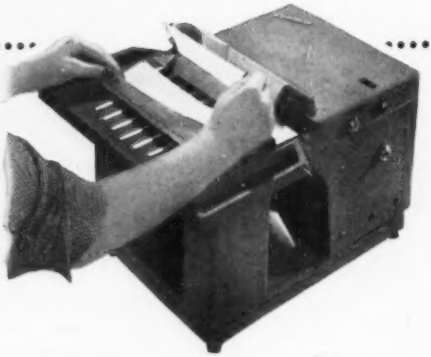


For More Information Circle No. 145

. . . That's the report received from Mr. Harold W. Young, Asst. Treas., La Salle Extension University, Chicago, Illinois.

"Our CUMMINS Signer saves valuable executive time with complete safety!"



CUMMINS Check Signers and Endorsers are Time and Cost Savers!

La Salle Extension University reports amazing speed and efficiency in their check signing. In addition, Cummins Check Signers give unvarying uniformity of the signature, because they use ink instead of ribbons.

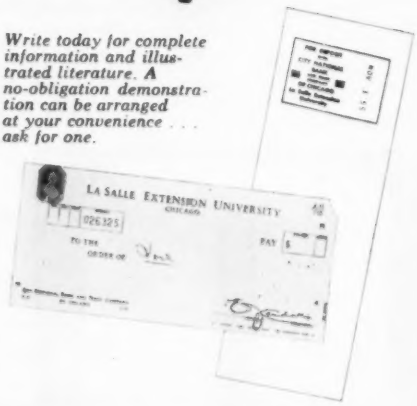
Cummins Check Signers are accompanied by a $10,000 forgery insurance policy.

Suitable Models are available for any volume of checks. High-speed, automatic feed machines can sign over 20,000 checks per hour.

La Salle Extension University also uses a Cummins Check Endorser to eliminate noisy hand stamping of checks for deposit. Checks are endorsed at the same time as they are listed on the deposit ticket.

Many firms use the same Cummins machine for both endorsing and signing. La Salle Extension University has peak periods for both operations which necessitate the use of two machines.

Write today for complete information and illustrated literature. A no-obligation demonstration can be arranged at your convenience . . . ask for one.



IN BUSINESS AND BANKS SINCE 1887

Cummins

CUMMINS BUSINESS MACHINES
A Division of Cummins-Chicago Corporation
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SALES AND SERVICE IN ALL PRINCIPAL CITIES

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Just place the Erasaguard behind the sheet from which you wish to erase so the curved surface of the Erasaguard protects the Carbon and the copies underneath. Treat each Carbon Copy to be erased the same way.

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Notice how the Typist uses Kee Lox Erasaguard to correct errors on Originals, also Carbon Copies, Perfectly and Quickly. Saves Stationery, saves Carbon Paper. Saves so much Time and Time today is real Money.
The perfect Equipment for 1956. One Typist. One Typewriter. One Erasaguard, one eraser.
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Can also be used for drawing, will not slip, will not smut if pen is used drawing lines.

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Send Please—☐ Elite ☐ Pica

To .....

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Signed .....

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. . . That's the report received from Mr. Harold W. Young, Asst. Treas., La Salle Extension University, Chicago, Illinois.

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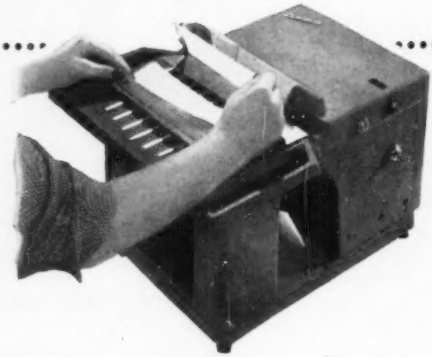

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Suitable Models are available for any volume of checks. High-speed, automatic feed machines can sign over 20,000 checks per hour.

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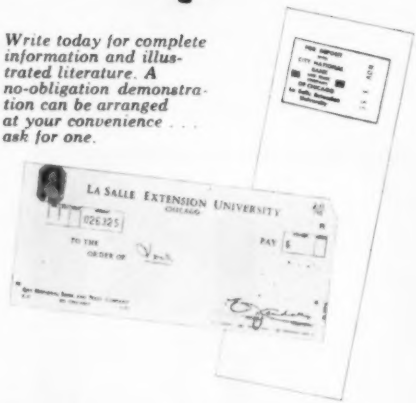
Write today for complete information and illustrated literature. A no-obligation demonstration can be arranged at your convenience . . . ask for one.



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Notice how the Typist uses Kee Lox Erasaguard to correct errors on Originals, also Carbon Copies, Perfectly and Quickly. Saves Stationery, saves Carbon Paper. Saves so much Time and Time today is real Money.
The perfect Equipment for 1956. One Typist. One Typewriter. One Erasaguard, one eraser.
No Secretary can give full efficiency without an Erasaguard. Errors are so easily made. Read what one writes.

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Signed .....

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Here's a pair of real performers to handle every office duplicating and folding job—with savings in time and labor that make them pay for themselves in jig time. All-electric "POWER-TOUCH" operation gets out the day's work *fast!* Employees go home happy . . . not tired. No more mail room overtime! Now *every* office can have a complete "mailing department" for much less than the competitive price of a single machine of either type.

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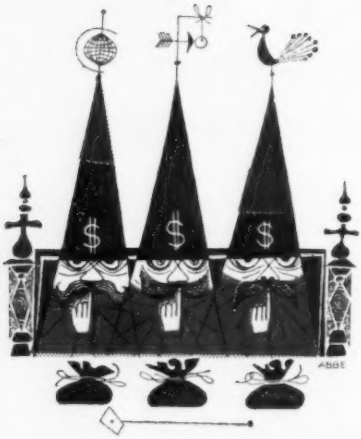

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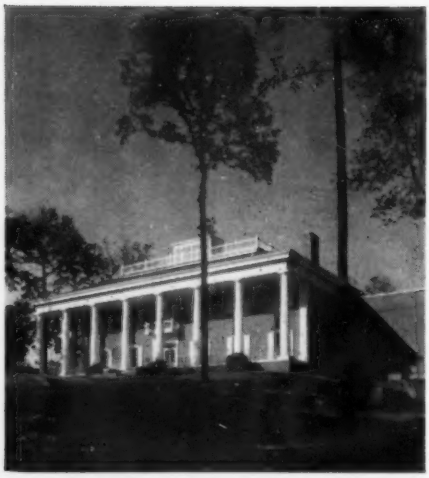
For More Information Circle No. 101

CAMERA!

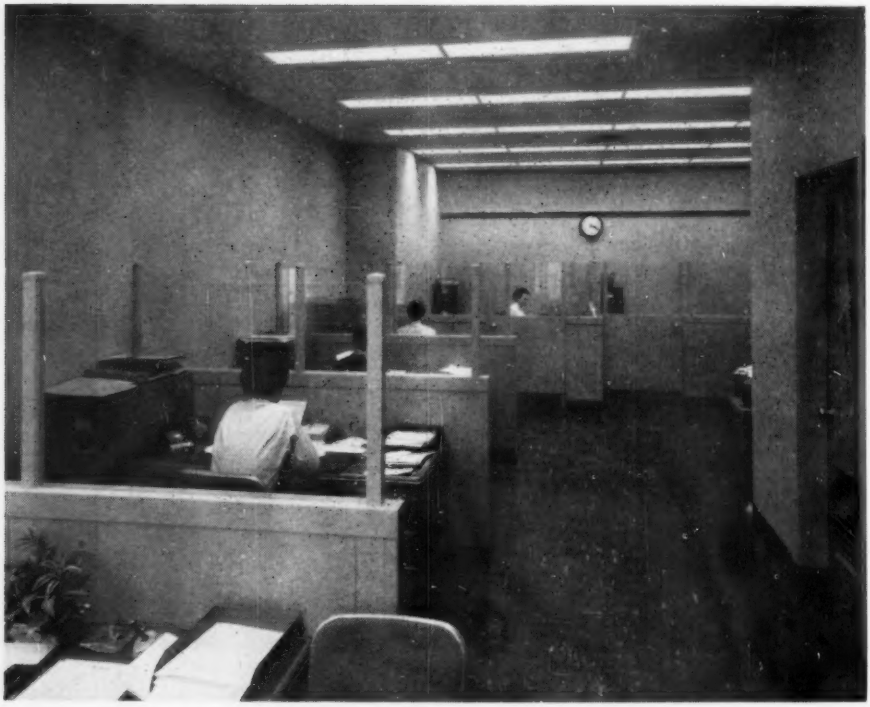
According to H. E. Meline of Office Appliance Co., Eureka, Calif., his boxer Gypsy appears in all his company's advertising of Clary Adding Machines. Folks in his territory have come to know the dog and associate her with the product.

Receiving an order from a branch office at the Hobbs Trailers' Fort Worth plant (left). Order, which Teleprinter types on preprinted form masters, is then put on a Ditto Duplicator (right) to produce necessary copies for all factory departments. System cuts order transit time from two days to seconds, eliminates nine transcriptions and possibilities of errors, and provides branches and factory with identical records.



This is Station WSB, Atlanta

Despite its period exterior on a hill overlooking Peachtree St. in Atlanta, the new headquarters of radio-TV station WSB are functionally complete and up-to-date. Except for executive and staff offices in the south wing, all principal operating areas on the main floor open off a main corridor. The building was designed and built by Austin Co.



The sales department at WSB showing movable metal partitions, recessed fluorescent lighting and acoustical ceiling which are typical of most areas in the building.

Office of J. Leonard Reinsch, WSB's executive director, has walnut paneling and silk wallpaper.

Secretaries of executives occupy offices containing period furniture.

Employee lounge and self-service refreshment counter in WSB's new building in Atlanta.

Lufthansa, the West German airline, provides Voice-Master dictating machines for use of passengers at its U.S. offices and on planes en route. Passengers can dictate material on a Voice-Master Travel-Disc and either mail disc or have it transcribed. Lufthansa's European offices offer similar service.

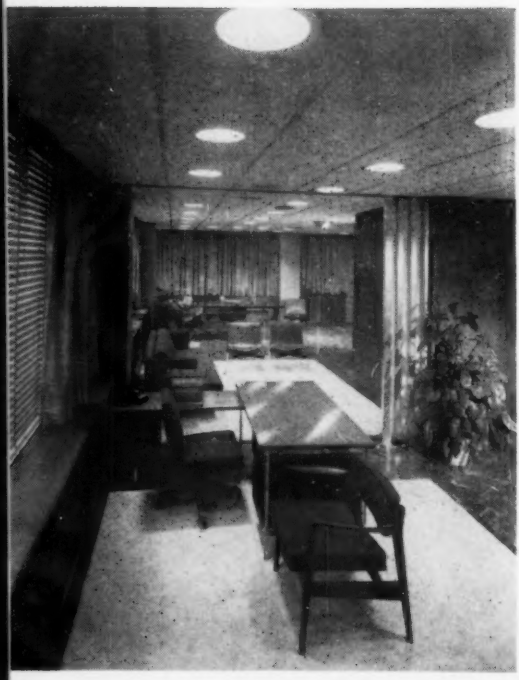
Puget Sound Power & Light Co. cooperates with office equipment firms by allowing them to display products in windows of the public utility's branches such as this display in the Bellingham, Wash., office.

First National City Bank of New York uses a Burroughs E-101 computer to calculate interest accrued on loans, and print it with new balances on ledger cards. It prints daily journal and carbon copy of all loan transactions with offsets; accumulates totals of loan changes by class, interest accrual changes, offset entries, etc. It recaps daily, prints totals on control ledger cards, and prepares proof for general ledger. In 12 minutes, it can compute average interest rate, quarterly payments of interest and principal, and amount due after each payment for a 10-million-dollar 12-year loan. These broker and dealer loans usually are outstanding only a few days. Bank has ordered a larger computer for wider applications.

Branch office of Kroger Co. in Madison, Wis., uses Models 5000 and 5002 Tiffany Stands which reduce machine noise in crowded offices and keep down maintenance costs.

General office and staff in the new headquarters of National Secretaries Assn. (International) at 222 West 11th St., Kansas City, Mo. Shown are Catherine Thoms, Rita Debrabander, Gladys Vedros and Beatrice McGhee. Helen Boyle is executive secretary.

New Realty Office



Herbert Fischbach, president, Herbert Charles & Co., New York realtors, wanted offices which would have a strong psychological effect on visitors, implying luxury and a warm welcome. Added to this was the need for efficient and cheerful work areas for employees.

Preliminary planning made several problems evident. How could visitors in unpredictable numbers be accommodated, yet result in minimum traffic interference with internal activities? How could a highly departmentalized operation be housed without creating a "cubicle" look? How could executives be given the necessary privacy with easy accessibility to each other for frequent personal confidential conferences?

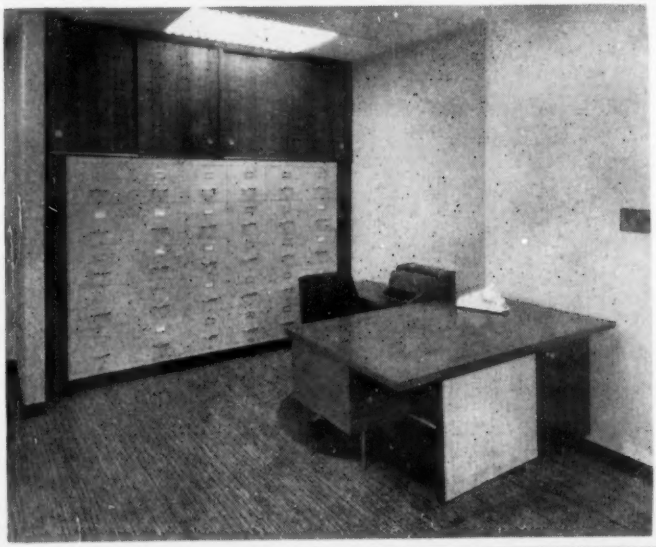
Solutions to the problems were found by creating two basic areas. The first, which opens directly off to the reception room, contains the multiple-employee department offices.

The second major area is the executive suite located at the intersection of two window walls. Corridor leading from outer reception room to executive area is of considerable length and, to de-emphasize the distance, it was made 25% wider than average and designed as a display area for the company's business. The offices were designed and executed by Michael Saphier Associates.

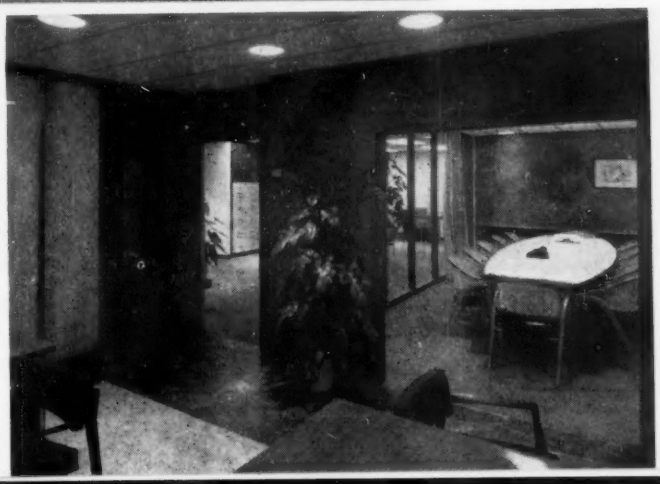
Above: With glass doors open, office in foreground forms an homogeneous area with office of the president, through use of same drapes and floor covering.

Typical clerical area showing movable partitions of steel and glass which create supervisor's office.

The reception room of Herbert Charles & Co. has a 19-ft. curved sectional sofa, by E. A. Rothman Associates, against the ebony Flexwood wall. Maryland green marble elevator wall (at right) harmonizes with textured green, black and white carpeting by Edward Fields, Inc. Reception desk, by Michael Saphier Associates, has ebony top and satin finish brass modesty panel.



Executive secretarial area has built-in files and walnut desk by Herman Miller Furniture Co.



View from an executive office into conference room. Sliding glass doors (left) open to president's office to form a large assembly area.

Linen Closet to Modern Office

The Equitable Life Assurance Society of the U.S. has moved some 350 employees into 31,000 sq. ft. of new office space on what was formerly the Linen Floor of the Statler Hotel in New York. Although it cost the hotel about $375,000 to alter the floor, it was less costly than transforming the area into hotel guest rooms. Equitable is paying over $120,000 a year for the air conditioned space on a long-term lease.

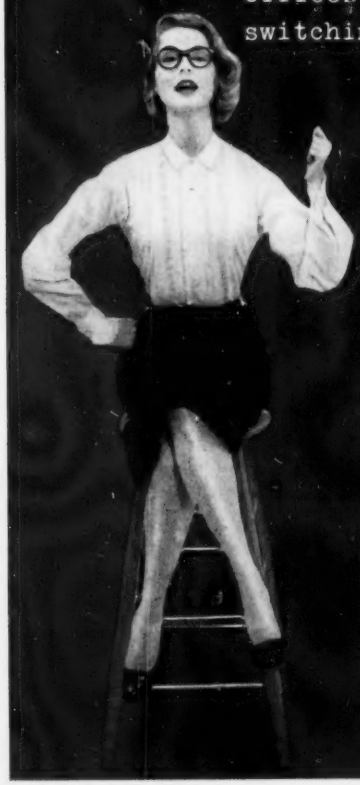
How the floor looked before remodeling.

New offices of Equitable Life Assurance Society of the U.S. in the Statler Hotel, New York.

Old Town

YOU CAN READ THIS STENCIL EASILY ...WITHOUT A CUSHION SHEET!

Offices all over the country are switching to Old Town *Hi Vi* because...



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Macey Collators gather almost anything . . . from flat onionskin paper to ⅛-inch cardboard. They will collate stock of varying weights and sizes, including folded sheets and signatures. Punched, round-cornered, perforated, or square-trimmed stock can be gathered. Sheet sizes range from 3 x 5″ to 12 x 17″, depending on the model.

Ask us for a demonstration. See this hypnotic machine *in action*. Manufactured by the Macey Co., a wholly-owned subsidiary of Harris-Seybold Company, 4510 East 71st Street, Cleveland 5, Ohio.

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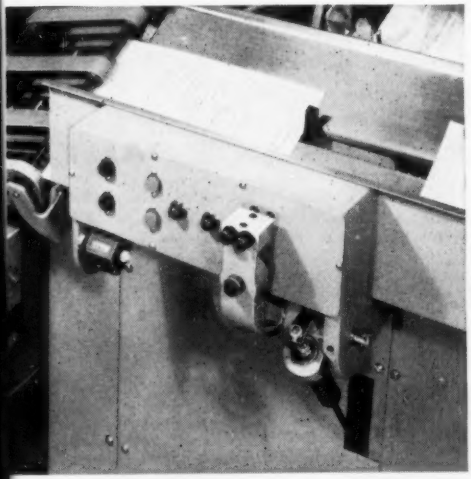
Products for Plate Room, Camera Room, Composing Room, Press Room and Bindery Use

1 girl frees 8 skilled girls for regular work when she uses an automatic Macey Collator. Send for detailed case studies. Then put automation in *your* office, too.



Automatic detector checks each collated set for thickness. Any variation stops the machine instantly. No faulty set can reach the delivery pile. Stoppages are remarkably few, and can be corrected in seconds.

Want the Facts and Figures? Send for Free Case History Folder of Documented Macey Installations

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Special Products Division

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Orders are pouring in... for this new, fast-drying "WONDER" INK

HERE'S AN ENTIRELY NEW CONCEPT in duplicating ink that dries so fast, sets so hard, it works like a charm on both bond and offset paper. No slip-sheeting necessary – something never before accomplished. *It took five years to perfect.*

Because of its unique quick-drying qualities, JETDRY "7900" is a great time and money saver. It produces more copies per pound of ink, per stencil and per hour of operation. No paper is wasted in preparation – even the first copies through a new run are usable.

The copies produced with Tempo JETDRY have all the quality of fine printing – legible, sharp, permanent. No washing of stencil needed – stencil is self-cleaning when used with this ink by simply placing it between papers or in a file folder.

With JETDRY, the duplicator can be stopped in the middle of a run – then hours later, the run resumed without delay because JETDRY is ready to go.

Write for literature and prices TODAY

MILO HARDING COMPANY
Established 1904
Manufacturer of the most complete line of stencil duplicating machines and supplies
500 South Monterey Pass Road, Monterey Park (Los Angeles County) Calif.
San Francisco • Pittsburgh • Cleveland • Dallas

TEMPO® JETDRY
7900 . . . THE WONDER INK

For More Information Circle No. 170

Swift and noiseless

There is nothing faster* and quieter than the new ADDO-X 10 key adding machines with **STEP-O-MATIC MULTIPLIER LEVER.** ADDO-X's lightness and shortness of key action minimizes finger travel and saves operator's energy. Precision manufacture reduces operational noise to a whisper. Write for literature† today.

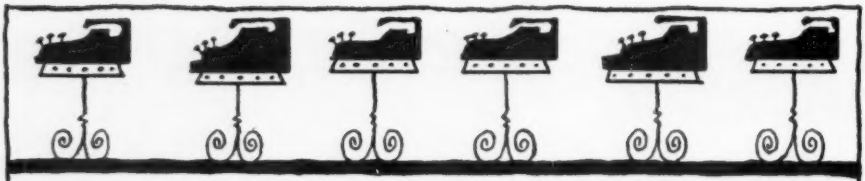
ADDO MACHINE COMPANY, INC.
145 WEST 57TH STREET, NEW YORK 19, N.Y.

WEST COAST BRANCH
WESTERN ADDO MACHINE CORP., 2921 BEVERLY BLVD.
LOS ANGELES, CALIFORNIA, TEL.: DUNKIRK 5-2247

* At 175 r.p.m.
† Also on our NEW two register machine

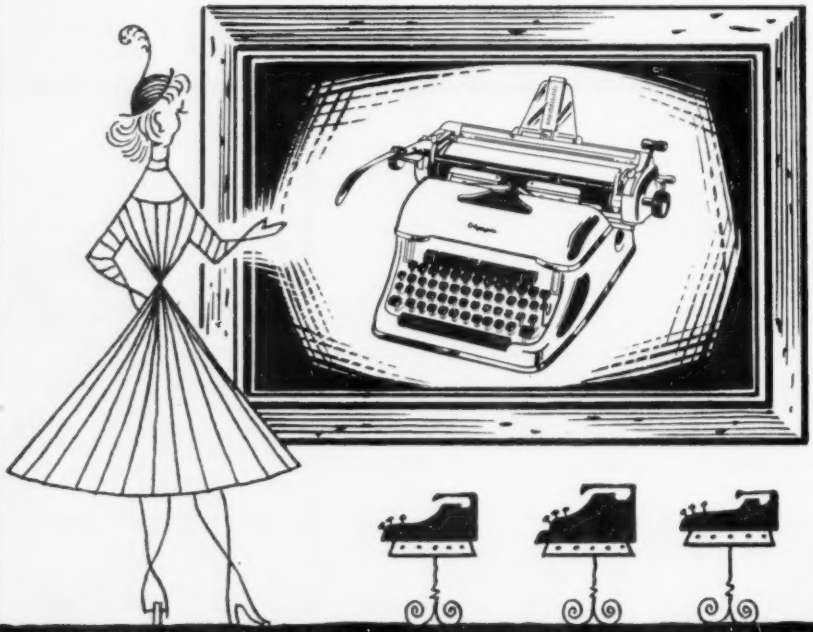
For further details mail this advertisement with your letterhead.

For More Information Circle No. 132



Olympia

Why not own the best . . . for the cost of the ordinary? You'd choose the new OLYMPIA for its finer styling alone. But in addition to styling its construction is the real secret. It is designed with built-in precision to deliver better typing under all conditions. For long, satisfying, trouble free performance the answer is Olympia.



INTER-CONTINENTAL TRADING CORP.

90 WEST STREET • NEW YORK 6, N. Y.

For More Information Circle No. 112

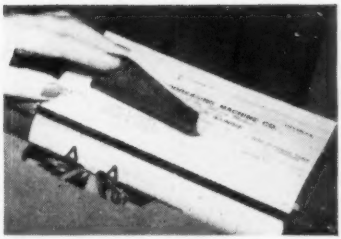
NEWEST TREND IN PAPERWORK SYSTEMS

Weber Stencil for addressing shipments can be cut as part of your paperwork procedure

Two jobs must be done before your products can be shipped — paperwork must be prepared and containers addressed. Here are several modern Weber systems for tying the jobs together at savings in time and effort.

Key to the efficiency of these systems is the Weber stencil which is cut as part of your order-invoice writing procedure and becomes your shipment addressing master. This inexpensive paper stencil can be cut as a by-product of your forms writing on automatic equipment, or separately. Regardless of your paperwork procedure or equipment used, you can integrate the Weber stencil. And once it's been cut, it's ready to address labels, tags or use directly on cartons with Weber hand devices or machines.

Look into the remarkable advantages of these Weber marking systems right away. See the coupon below.



BY-PRODUCT Weber Tab-On Stencil is tabbed over ship-to area of your invoice, bill-of-lading or shipping forms and cut as a by-product of the forms writing. In one typing, addressing master and forms are prepared with customer's address.

CONTINUOUS STENCIL Weber Continu-Matic Stencils, mounted in continuous form on marginal punched carrier sheet, are cut quickly and easily on typewriter, automatic tabulating equipment, and other punched-card and tape operated machines.

INTEGRATED DATA PROCESSING EQUIPMENT, such as Flexowriter (left) and Teletype (right) equipment, and other punched-card and tape operated machines cut Weber stencils as part of user's paperwork system. Stencils can be adapted to practically any modern forms procedure.

CUSTOMER'S ADDRESS is imprinted directly on cartons with Weber stencil hand device. This popular addressing system is fast, neat and systematic.

Weber Marking Systems

Div. of Weber Addressing Machine Co. Inc., Mount Prospect, Illinois

Creators of systems for addressing and marking labels, tags and containers.

WEBER MARKING SYSTEMS • Dept. 8-E
Mount Prospect, Illinois

☐ Please send information on Weber Stencils and how they can simplify our shipping paperwork procedure.

Name.....

Firm.....

Street.....

City.....State.....

For More Information Circle No. 171

even upside-down

MORRIS SAFE-T-SET

can't spill ink!

"Puddle Proof"

The Morris Safe-T-Set is puddle-proof under all conditions—absolutely safe. Perfect for students or for every desk in home and office. Beautifully designed in today's colors. Writes for months without refilling. Choice of Morris long-wearing points made to suit individual writing styles. See the SAFE-T-SET at all stationers everywhere.

BERT M. MORRIS CO.

8651 WEST THIRD STREET, LOS ANGELES 48, CALIFORNIA
In New York: 381 Fourth Avenue
In Canada: McFarlane Son & Hodgson, Ltd., Montreal, Quebec

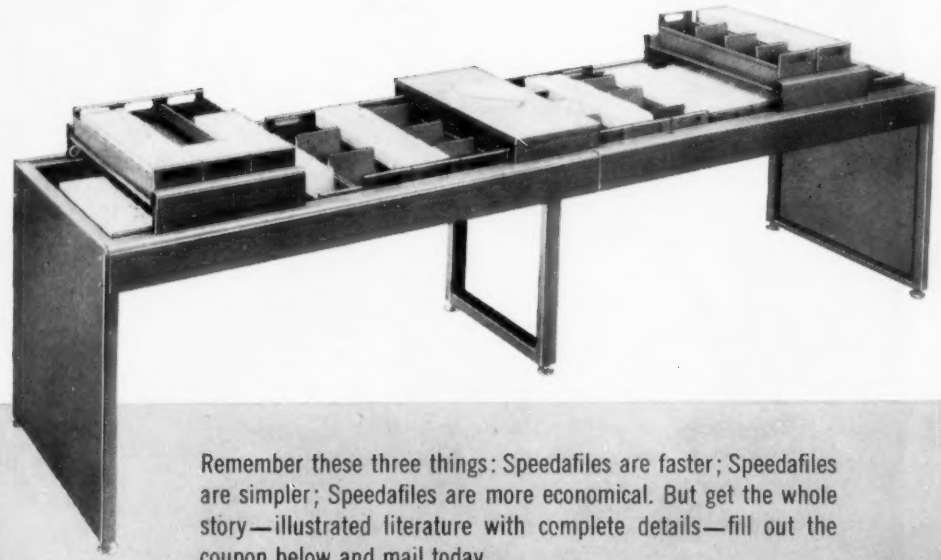
For More Information Circle No. 153

For More Information Circle No. 410→

INSTANT CARD RECORD AVAILABILITY

The fastest reference is Speedafile reference—direct from operator to card. Speedafiles are the fastest, simplest, most economical active card reference or record files.

Now with MOBILE TRAY CARRIER, shown above at left and right, thousands of additional cards are instantly available to operator in the same floor space. Capacity increases as much as 60%. Optional CENTER LEG enables you to join, as shown in photo, two or more Speedafiles in one operating unit.



Remember these three things: Speedafiles are faster; Speedafiles are simpler; Speedafiles are more economical. But get the whole story—illustrated literature with complete details—fill out the coupon below and mail today.

TAB
PRODUCTS CO.

57 Post St., San Francisco 4

MAIL COUPON TODAY!

Tab Products Co., 57 Post Street, San Francisco 4.

☐ Send complete information on Speedafiles.

☐ (FOR PUNCHED CARD USERS) Send Catalog 7 describing your complete line of tabulating accessory equipment.

name _____ position _____

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city _____ zone _____ state _____

Hardy as the trees they come from . . . Smead File Folders are built to withstand the wear that daily use requires of them. The Smead Two-Pli-Top File Folder is doubly thick at points of greatest wear (above the correspondence line in your file) . . . and single weight (thin) where bulk is objectionable. Ask your stationer to show you a sample.

SMEAD MANUFACTURING CO., INC.
HASTINGS, MINNESOTA • LOGAN, OHIO

For More Information Circle No. 126

easy to operate—easier to sell...

the new ALL-ELECTRIC

REGNA ADDING MACHINE

Fingertips literally float over the moulded keys . . . everyone who tries this sturdy and dependable REGNA becomes a "high speed" operator . . . everyone who sees it admires the streamlined styling, the legible keys and listing, the clear curved window for maximum visibility. REGNA's rugged Universal Electrolux Motor does all the work—chases fatigue—increases daily employee productivity!

Swedish steel, Swiss precision counters; different capacities from 6 total 7 up; fully automatic safety keyboard; rear rubber rollers for portability; in light grey and ivory.
Also—low-priced hand operated models.

REGNA

REGNA CASH REGISTERS, INC.
175 Fifth Avenue, New York 10, N. Y.

Gentlemen:
Please send more information on the new Electric Regna Adding Machine and outline advantages of becoming a Regna Dealer.

Name .....

Address .....

City ..... Zone ..... State .....

IN CANADA: Regna Cash Registers of Canada Ltd., 704 Notre Dame St. W., Montreal, Que., and Business Equipment Machines, 489-R King St. W., Toronto, Ont.
OUTSIDE CONTINENTAL U. S.: Jorgen S. Lien, Box 507, Bergen, Norway.

For More Information Circle No. 125

new hand cleaner

protects that "just manicured" look

FLOATS OUT HECTOGRAPH, RIBBON, CARBON, INK STAINS—GENTLY, SAFELY!

Clean Hands gently removes stubborn office stains—including hectograph dye—without resorting to harsh abrasives and solvents. Your girls will thank you because it ends "chemical hands" and cracked cuticles . . . ends scrubbing, too!

When *Clean Hands* is applied before starting the office day, annoying stains can't set. Grimiest grime rinses away effortlessly.

free sample

Send for this free sample bottle. Just fill in and mail with your *company letterhead*.

COLUMBIA RIBBON & CARBON MFG. CO., Inc.
965 Herb Hill Road, Glen Cove, N. Y.

Fill in and send with company letterhead.

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Company_____

Street_____

City_____ Zone____ State_____

For More Information Circle No. 219

NEW Books

PROCEEDINGS OF 1955 ANNUAL CONFERENCE. *Life Office Management Assn., 110 E. 42nd St., New York 17, 474 pp., $8.*

All the papers plus questions and answers, and including reproductions of forms, diagrams and reference works. Since the subject is entirely clerical work, this annual is a source of ideas for office executives in every type of business.

STUDY OF MODERN LANGUAGE LABORATORIES *by Dr. Paul E. King. Magnetic Recording Industries, 11 E. 16th St., New York 3, 43 pp., Free.*

Includes the historical background of the development of modern language laboratories, types of equipment available, problems to be overcome and various solutions.

INDUSTRIAL WAGE AND SALARY CONTROL *by Robert W. Gilmour. John Wiley & Son, 440 4th Ave., New York 16, 271 pp., $7.50.*

A detailed treatment of the point evaluation system — its development, installation and administration. Includes plans for salaried clerical personnel as well as hourly industrial workers. Explains the use of statistical techniques and worksheets. A useful book on the subject.

GREEG SHORTHAND MANUAL SIMPLIFIED *by John Robert Gregg, Louis A. Leslie, Charles E. Zoubek. McGraw-Hill Book Co., 330 West 42 St., New York 36, 320 pp., $3.25.*

New features in this second edition were designed to prepare the student more thoroughly and easily for dictation and transcription. There is increased emphasis on pretranscription training. Each reading and writing practice opens

Special offer to offices with adolescents and playful Jr. execs

It comes to our attention that firms afflicted with the above are not big buyers of Schlegel Pull Fasteners.

These office pests prefer rubber bands. Pull Fasteners are worthless for stinging secretaries and launching small missiles. Pull Fasteners are strictly business . . . for holding letters, legal papers, maps, plans, drawings—anything important—together *safely*.

You simply slip the loop around the pack, draw one end of the tough tape 'til the noose is snug. A washer holds the loop tight until you pull the other tape end to loosen. P.F.'s do not crimp or tear edges—won't rot, never seem to wear out. They cost almost nothing, come in 14 sizes. Mail your order today.

How Schlegel Pull Fasteners Work

Schlegel MANUFACTURING COMPANY
Rochester 7, N. Y.
Oakville, Ont., Can.

Industrial Textiles Since 1885
"Complete engineering service against weather"

For More Information Circle No. 247

You're looking at FRIDEN Street

...where business makes figures "sit up and talk"!

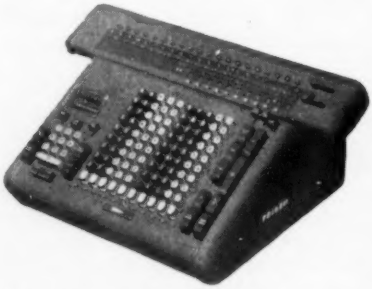
Friden Street crisscrosses America. It is a place, a method and a viewpoint found in all U.S. communities. Friden Street is every street where wholesalers, insurance firms, manufacturers . . . and retailers, bankers, engineers . . . do their figure-work a swift new way with the Friden Calculator. The Friden is not an ordinary calculator . . . It is **The Thinking Machine of American Business.**

Without operator decisions . . . simply by figure-thinking *for* you . . . the fully automatic Friden performs more steps in figure-work than any other calculating machine ever developed!

The owner of a moderate-size business on Friden Street writes: "Our fully automatic Friden Calculator gives us a clear picture of our business from day to day."

This man checks incoming invoices on his Friden, figures cost and selling price, checks sales figures by hours to determine which hours are most profitable, takes inventory, computes payroll figures weekly, gets percentage figures for comparison with other daily, monthly and yearly periods.

You can own a Friden for pin money per month. Anyone can operate it. Talk to your nearby Friden Man about a move to Friden Street!



Friden

THE AUTOMATIC CALCULATOR
THE COMPUTYPER · THE ADD-PUNCH MACHINE
THE NATURAL WAY ADDING MACHINE

Friden sales, instruction, service throughout U. S. and the world. Copyright Friden Calculating Machine Co., Inc., San Leandro, California

For More Information Circle No. 172

with an applied vocabulary study. Marginal reminders have been extended and pretranscription quizzes added.

***ELECTRONIC COMPUTERS AND MANAGEMENT CONTROL** by George Kozmetsky & Paul Kircher. McGraw-Hill Book Co., 330 West 42nd St., New York 36, 304 pp., $5.*

Written for business executives, in non-technical language, this book describes how and where electronic computers can help solve management problems, and how planning and control decisions will be more easily made with electronic systems.

***DATA PROCESSING BY ELECTRONICS.** Haskins & Sells, 67 Broad St., New York 4, 113 pp., Free.*

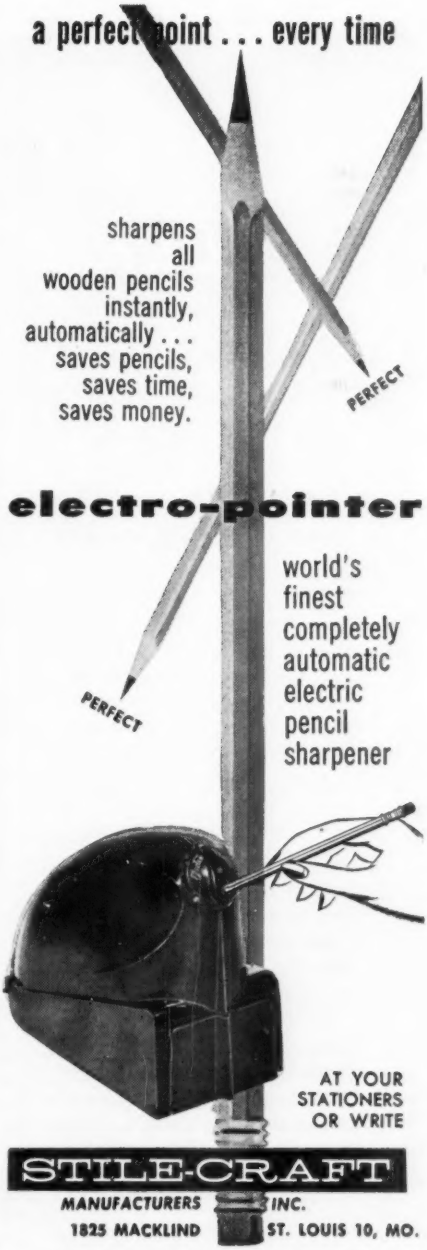
Prepared by this firm of Certified Public Accountants to provide management with a basic understanding of the use and operation of electronic data processing systems.

***SUCCESSFUL EXECUTIVE ACTION** by Edward C. Schleh. Prentice-Hall, Inc., 70 5th Ave., New York 11, 267 pp., $10.*

A well planned work which should appeal to executives (and those on the way up) because it contains many ideas, any one of which could be worth the cost of the book. Handy check lists for the reader's use are bound in after each chapter.

***HOW TO NEGOTIATE A SUCCESSFUL CONTRACT** by Louis M. Brown. Prentice-Hall Inc., 70 Fifth Ave., New York 11, 304 pp., $5.65.*

The word "contract" embraces a wide variety of forms and documents to which people affix their signatures. The moment they sign their name, they obligate themselves. Before they sign, they have a freedom of choice not available later. The average printed form says little or nothing about its purpose. This book tells the layman how to make a contract most favorable to himself.



For More Information Circle No. 251

the IMAGE of PERFECTION

THE REMARKABLE *NEW* FILM-A-RECORD READER

The new Film-a-record electronic Microfilm Reader launches a new era of clarity in image projection. Finger tip controls electronically find your 16mm. or 35mm. filmed images. Film is moved forwards or backwards ...from high speed—to slow—to stop. Then, automatically focused on the large screen is a crystal-clear, perfect image. Magnified 23 times or 40 times you can scan the image from top to bottom for closer inspection. Rotate the image a full 360° at the turn of a dial. Easy to load...simple to use...mobility and desk-height convenience add even more speed to your reference work.

Facsimile prints? Of course! Full size photographic prints made simply behind hinged screen.

Get all the features on this revolutionary Reader by asking for F432 "Film-a-record Electronic AO Reader." Write to Room 1520, 315 Fourth Avenue, New York 10, N. Y. And do it now! There's no obligation.

Remington Rand

DIVISION OF SPERRY RAND CORPORATION

For More Information Circle No. 160

How To Apply WORK DISTRIBUTION

WILLIAM C. NICKELL

Supervisor of Work Simplication, Methods & Coordination Dept., Ford Motor Co. of Canada Limited, Windsor, Ont., Canada

WORK DISTRIBUTION is an effective work simplification method which can assist in developing more efficient operation through the analysis of employee activity.

Work distribution as developed by Prof. William Robert Mullee and published by Work Simplification Round Tables—New York University, consists of two service records, a Task List (Fig. 1) and an Activity List (Fig. 7), which are used to complete a Work Distribution Chart (Fig. 8). This chart provides a means of analyzing the activities of, and time consumed by, individuals in a group or section in order to improve the operation of that group or section.

Our practical applications of work distribution have been effective and may indicate to others the potential value of this work simplification method as a means to better management.

The application of work distribution requires full cooperation of all the employees and supervision involved. We therefore commence our surveys with a meeting of all personnel, at which time the forms, usage and reasons for the study are explained and full participation solicited.

Weekly task lists are maintained by each employee for a predetermined period of from two weeks to one month. Each task performed during the week is listed once and all time spent on that task is noted. At the end of the week, the times are accumulated and the total posted for each task.

The task lists from each employee for each week of the survey are accumulated and an activity list prepared.

This is a listing of the required activities of the section involved. These activities are numbered in order of importance. The tasks from the individual task lists are then assigned to the proper activity and the corresponding activity number posted to the task list.

The work distribution task is prepared by listing the activities in order of importance and setting up a separate column for each employee. The individual tasks and total time consumed on each are posted from the task lists to the applicable employee column, opposite the activity involved. The times are totaled vertically by employee columns and horizontally by activities.

Impartial analysis of the work distribution chart by qualified individuals or through group participation, will indicate improvement possibilities by means of reallocating workloads; eliminating, reducing or combining unimportant tasks; avoiding duplication and improving flexibility. Possibilities for more detailed analysis by, for example, flow process charts, will be easily identified.

An improved method work distribution chart can subsequently be developed which will aid considerably in attaining maximum utilization of manpower, effective control of functions and more adequate guidance when required.

We use work distribution surveys for various types of methods and clerical work simplification surveys. The accounts receivable and accounts payable operations have both been reviewed through this medium. These two surveys involved two separate departments; one consisting of three sections with 28 employees and the second of four sections with 44 employees.

(Text continues on page 73. See illustrations on intervening pages.)

DU-1962

FORD MOTOR COMPANY OF CANADA, LIMITED
METHODS & CO-ORDINATION
TASK LIST
FOR WORK DISTRIBUTION CHART

NAME: Illustration 1		OCCUPATION OR TITLE: Typist	
DEPARTMENT: Sales	SECTION: Administration	SUPERVISOR: K. M.	DATE: 3-11-55

TASK No.	DESCRIPTION	FROM STATION	TO STATION	HOURS PER WEEK	POSTED TO ACTIVITY No.
	Turn-ups 1/4 1/4			1/2	5
	Mail 1/4 1/4 1/4 1/4 1/4			1-1/4	6A
	Typing Cards 4 4 4 4 2			18	1D
	To Duplicating 1/4 1/4			1/2	6B
	Collating Plates 1/4 1/4			1/2	8
	Delivering Telegrams 1/4 1/4 1/4 1/4			1	6A
	Typing Plate 2 2 2			6	1C
	Typing Letters 1/2 1/2			1	1B
	Typing Letters 1/2 1/2 1 1/2 1			3-1/2	1B
	Typing plates 1/2			1/2	1C
	Typing Memos 1/2 1/2			1	1A
	Typing Memos 1/2 1/2 1 1 1			4	1A
	Filing 1/4 1/4			1/2	4
	Typing Memos 1/2			1/2	1A
	To Stationery 1/4			1/4	6B
	Typing Reports 1/4 1/4			1/2	1F
	Task List 1/4 1/4			1/2	9
			TOTAL	40	

INSTRUCTIONS: FILL IN BLOCKS ABOVE AND THE COLUMNS HEADED "DESCRIPTION", "HOURS PER WEEK", "FROM" AND "TO".

Fig. 1.

DU-1962

FORD MOTOR COMPANY OF CANADA, LIMITED
METHODS & CO-ORDINATION
TASK LIST
FOR WORK DISTRIBUTION CHART

NAME: Illustration 2		OCCUPATION OR TITLE: Stenographer	
DEPARTMENT: Sales	SECTION: Administration	SUPERVISOR: M. J.	DATE: March 11, 1955

TASK No.	DESCRIPTION	FROM STATION	TO STATION	HOURS PER WEEK	POSTED TO ACTIVITY No.
	Turn-ups 1/4 1/4			1/2	5
	Major Activities Reports 1/2 1/2			1	11
	Delivering Mail 1/2 1/4 1/4			1	6A
	Trips to Duplicating 1/4			1/4	6B
	Order Stationery 1/4 1/2			3/4	7
	Put Stationery in Cabinet 1/4			1/4	7
	Typing Reports 4 2 1/2 2 1			9-1/2	1F
	Typing Letters 2 1 1 1/4			4-1/4	1B
	Typing Letters 2 1 2 2 3/4			7-3/4	1B
	Typing Memos 3/4 1/2 1/4			1-1/2	1A
	Dictation 1/2 1/2			1	2
	Transcribing Dictation 1 3/4 1 1/4			3	2
	Typing Letters 1/4 1/4			1/2	1B
	Typing Memos 1/2 1/4 3/4 1 1/2			3	1A
	Typing List of Addressees 1/4			1/4	1B
	Filing 1 1/2 1/2 3/4 1-1/4			4	4
	Checking 1/2 1/2			1	3
	Typing Envelopes 1/2			1/2	1B
			TOTAL	40	

INSTRUCTIONS: FILL IN BLOCKS ABOVE AND THE COLUMNS HEADED "DESCRIPTION", "HOURS PER WEEK", "FROM" AND "TO".

Fig. 2.

DU-1862

FORD MOTOR COMPANY OF CANADA, LIMITED
METHODS & CO-ORDINATION
TASK LIST
FOR WORK DISTRIBUTION CHART

Name:	Occupation or Title:
Illustration 3	Typist

Department:	Section:	Supervisor:	Dates:
Sales	Administration	R	Mar 7 - 11 1955

Task No.	Description	From Station	To Station	Hours per Week	Posted to Activity No.
1	Typing multilith plates			40	
			Total	40	

Instructions: Fill in blocks above and the columns headed "Description", "Hours per Week", "From" and "To".

Fig. 3.

DU-1862

FORD MOTOR COMPANY OF CANADA, LIMITED
METHODS & CO-ORDINATION
TASK LIST
FOR WORK DISTRIBUTION CHART

Name:	Occupation or Title:
Illustration 4	Confidential Secretary

Department:	Section:	[redacted]	Date:
Sales	Administration	Asst. Gen. Sales Mgr. B.J.	March 14 1955

Task No.	Description	From Station	To Station	Hours per Week	Posted to Activity No.
	Turn-ups 1/2 1/2 1/2 1/2 1/2			2-1/2	5
	Reporting absentees 1/4 1/4			1/2	11
	Posting operating report 3/4 3/4 3/4 3/4 1/4			3-1/4	11
	Dictation 1/4 1/2			3/4	2
	Checking 1/2 1/2			1	3
	Checking Files 3/4 1/2 1/2			1-3/4	4
	Filing 1/2 1/2 3/4 3/4 1/2			3	4
	Answering phone 3/4 3/4 3/4 3/4 1-1/4			4-1/4	10
	Trips to Cashier 1/4 1/4 1/4			3/4	6B
	Preparing Report 1/2 1/2 1/2			1-1/2	11
	Typing (memos, letters) 4 4 4 2 1/2			14-1/2	7-1/4 1A 7-1/4 1B
	Preparing vacation list 1 1-1/2 2 1/2			5	11
	Training new Secretary 1/2 1/2 1/4			1-1/4	9
			Total	40	

Instructions: Fill in blocks above and the columns headed "Description", "Hours per Week", "From" and "To".

Fig. 4.

DU-1861

FORD MOTOR COMPANY OF CANADA, LIMITED
METHODS & CO-ORDINATION
TASK LIST
FOR WORK DISTRIBUTION CHART

NAME: Illustration 5		OCCUPATION OR TITLE: Confidential Secretary	
DEPARTMENT: Sales	SECTION: Administration	~~SUPERVISOR~~: Manager W. D.	DATE: Week of March 7 - 11 1955

TASK No.	DESCRIPTION	FROM STATION	TO STATION	HOURS PER WEEK	POSTED to ACTIVITY No
	Typing letters 1/2 1 1/2			2	1B
	Typing Memos 1/4 1/2 1/4 1/4 1/2			1-1/4	1A
	Typing Newsletters 1-1/2 1-1/2 1 1-1/2			5-1/2	1B
	Turn-ups 1/4 1/4 1/4 1/4			1	5
	Misc. trips - duplicating 1/4 1/4			1/2	6B
	Mail distribution 1/4			1/4	6A
	Filing 1/4 1/4 1/4 1/4 1			2	4
	Absentee Reports 1/4 1/4 1/4			3/4	11
	Posting Accessories Orders 1/2 1/2 1/4 1/4 1/4			1-3/4	11
	Dictation 1-1/2 1/2 1 1/2			3-1/2	2
	Phone 1/4 1/4			1/2	10
	Locating files 1/4 1/4			1/2	4
	Compiling task sheet 1/2			1/2	9
			TOTAL	20-1/2	

INSTRUCTIONS: FILL IN BLOCKS ABOVE AND THE COLUMNS HEADED "DESCRIPTION", "HOURS PER WEEK", "FROM" AND "TO".

Fig. B

DU-1862

FORD MOTOR COMPANY OF CANADA, LIMITED
METHODS & CO-ORDINATION
TASK LIST
FOR WORK DISTRIBUTION CHART

NAME: Illustration 6		OCCUPATION OR TITLE: Secretary	
DEPARTMENT: Sales	SECTION: Administration	~~SUPERVISOR~~: General Sales Manager D. E.	DATE: March 14 1955

TASK No.	DESCRIPTION	FROM STATION	TO STATION	HOURS PER WEEK	POSTED to ACTIVITY No
	Turn ups 1/4 1/4 1/4 1/4 1/4			1-1/4	5
	Sort and Distribute Mail 1 1/2 1/4 1/4 1/2			2-1/2	6A
	Dictation 1 1/2 1 1/2			3	2
	Typing memos 2 2 4 4 4			16	1A
	" plates 1/2 1/2			1	1C
	Answering telephone 1/4 1/4			1/2	10
	Report absentees 1/4 1/4			1/2	11
	Trips to other departments 1/4 1/4 1/4			3/4	6B
	Typing memos 1-1/2 1-1/2 3/4			3-3/4	1A
	Filing 2 2 2 1 2-1/4			9-1/4	4
	Type expense reports 1/4			1/4	1F
	Record outgoing corres. 1/2			1/2	11
	Enter dealer code changes 1/4 1/4 1/4			3/4	11
			TOTAL	40	

INSTRUCTIONS: FILL IN BLOCKS ABOVE AND THE COLUMNS HEADED "DESCRIPTION", "HOURS PER WEEK", "FROM" AND "TO".

Fig. A

U-1863

(Illustration 7)

FORD MOTOR COMPANY OF CANADA, LIMITED
METHODS & CO-ORDINATION

ACTIVITY LIST
FOR WORK DISTRIBUTION CHART

DEPARTMENT:	SECTION:	SUPERVISOR:	DATE:
Sales	Administration	General Sales Manager D. E.	3/7 - 3/11, 1955

ACTIVITY No.	ACTIVITY
1	Typing
A.	Memos
B.	Letters
D.	Cards
C.	Plates
E.	Forms
F.	Reports
G.	Wires
6	Delivering
A.	Internal
B.	External
5	Turn Ups
9	Miscellaneous
11	Clerical Reports etc
4	Filing
2	Dictation
8	Collating
10	Answering Phone
7	Stationery
3	Checking

Fig. 7.

Other surveys include the operations of six typists and private secretaries; one clerk in a plant engineering office; and the operation of our own methods and coordination department. The results from these surveys enable us to make sound recommendations to the management of the operations involved.

The survey of the typist and private secretary operations in one area will provide a good example of our application of work distribution. The management of this area requested a review of these operations in order to eliminate a prevalent backlog of work and to increase operating efficiency. A work distribution study was recommended and accepted. The reasons for the survey were explained to those involved and the approach to be used was discussed and accepted. Interest in improving the operations was generated

Ford Motor Company of Canada, Limited
Methods and Co-ordination

WORK DISTRIBUTION CHART

UNIT CHARTED SALES ADMINISTRATION

PERIOD COVERED 3/7 - 3/11, 1955

EXISTING STAFF 6 DATE 3/17/5
RECOMMENDED STAFF
CHARTED BY W. C. Nickell APPROVED BY

STEP 1 (Illustration 8)
VERTICALLY SCAN ACTIVITY COLUMN (WHY - WHO)
NECESSITY FUNCTION HOURS SPENT

STEP 2
HORIZONTALLY SCAN EACH ACTIVITY (WHERE WHEN WHO)
SPECIALIZATION FLEXIBILITY BOTTLENECKS
DUPLICATION BATCHING COMBINING

STEP 3
VERTICALLY SCAN EACH PERSON (HOW)
RELATED TASKS SKILLS HEADLINE WORK WORKLOAD

ACTIVITY NUMBER	ACTIVITY	HOURS	NAME Illustration 1 — OCCUPATION OR TITLE Typist — TASKS	HOURS	NAME Illustration 2 — OCCUPATION OR TITLE Stenographer — TASKS	HOURS	NAME Illustration 3 — OCCUPATION OR TITLE Typist — TASKS	HOURS	NAME Illustration 4 — OCCUPATION OR TITLE Confidential Secretary — TASKS	HOURS	NAME Illustration 5 — OCCUPATION OR TITLE Confidential Secretary — TASKS	HOURS	NAME Illustration 6 — OCCUPATION OR TITLE Secretary — TASKS	HOURS
1	Typing													
A.	Memos	19-3/4		5-1/2		4-1/2				7-1/4		1-1/4		19-3/4
B.	Letters	12-1/2		4-1/2		13-1/4				7-1/4		7-1/2		
C.	Plates	47-1/2		6-1/2				40						1
D.	Cards	18		18										
E.	Forms													
F.	Reports	10-1/4		1/2		9-1/2								1/4
G.	Wires													
2	Dictation	11-1/4				4				3/4		3-1/2		3
3	Checking	2				1				1				
4	Filing	21		1/2		4				4-3/4		2-1/2		9-1/4
5	Turn ups	5-3/8		1/2		1/2				2-1/2		1		3-1/4
6	Delivering - Internal	6		2-1/4		1						1/8		2-1/2
	- External	3		3/4		1/4				3/4		1/8		3/4
7	Stationery	1				1								
8	Collating	1/2		1/2										
9	Miscellaneous	2-1/4		1/2						1-1/8		1/8		
10	Answering Phone	5-1/4								4-1/8		1/8		1/2
11	Clerical Reports etc	15-1/2				1				1/8		2-1/2		1-3/4
	INSERT SUB-TOTALS ON TOTALS (WANHOURS)	220-1/2		40		40		40		40		20-1/4		40

NOTE IF ADDITIONAL COLUMNS ARE REQUIRED CUT OFF REQUIRED NUMBER FROM ANOTHER BLANK FORM AND ATTACH BY PASTING ONTO THIS EDGE

Fig. 8.

(Illustration 9)

WORK BACKLOG - WEEK ENDING 3/11/5

Activity Number	Activity		Quantity
1.	Typing		
A.	Memos		
B.	Letters	) Approximately 20 P & A Newsletters to be typed on plates -	
		) waiting for pictures and layouts.	
C.	Plates	)	
D.	Cards		
E.	Forms		
F.	Reports		
G.	Wires		
2.	Checking		
3.	Filing	- Approximately 15 minutes.	
4.	Collating		
5.	Clerical - Reports etc.		

Fig. 9.

and some suggestions were advanced in the meeting that subsequently resulted in improvements. Each employee maintained weekly task lists for four weeks and prepared a separate list of backlog items each Friday night. Work distribution charts were completed weekly and analyzed for immediate improvement possibilities.

Illustrations of the task lists, activity list, work backlog report and work distribution chart for one week of this study are included here and the development of the work distribution chart can be followed from the task lists, (Fig. 1-6, 7, 8, 9).

The analysis of the work distribution chart resulted in the following recommendations:

1. One private secretary instead of three, with a telephone distribution system, to perform the activities of dictation, typing, turn-ups, filing and answering telephone for the three top management personnel.

2. Four typists instead of three to perform only the activities of typing and checking.

3. An office junior position be established to assume the activities of delivering stationery, collating, clerical and filing.

4. A central control be established including a daily preprinted report to allocate and maintain the flow of work and to review all requirements.

5. The adoption and increased usage of dictation equipment and the elimination of typists' telephones.

The survey also indicated improvement possibilities on specific jobs, some of which have been supplemented and others are still in process.

The recommendations are still under consideration as they involve a considerable organizational adjustment. The survey, however, has already resulted in improvements and has established a means of measuring and controlling these operations.

37th Annual NOMA Conference In Philadelphia, May 20-24

ADVANCE REGISTRATIONS for the 37th annual conference of National Office Management Assn. in Philadelphia's Convention Hall, May 20-24, in conjunction with the largest national exposition of office equipment and machines in NOMA history, are running far ahead of advance registrations for any previous conference. Registrations received up to March 1 were approximately double the number at the same time a year ago and better than ten times the number received by March 1 in 1954.

One of the most extensive international conference programs ever presented in the office field has been scheduled by NOMA. In addition to the thousands of office executives from the United States and Canada expected in Philadelphia, special teams from abroad are scheduled to participate, headed by groups of office executives from Mexico, Japan and England.

The sessions on May 21 will be highlighted by the extensive use of closed circuit TV to present a complete picture of automatic data processing. Twelve companies will cooperate in this presentation which will be handled by a staff of skilled RCA technicians in a huge specially constructed studio where the major machines adapted to common language five-channel tape will be assembled. TV will bring each machine in turn into the meeting room while its use and operation are being discussed.

Many registrants may wish they could be in two places at once on Tues-

The new mall to Independence Hall in Philadelphia.

A. Devaney, Inc., N. Y.

NOMA Conference Program

SUNDAY, MAY 20

6:30 p.m. Chapter Presidents' Dinner. Presentation of Awards.

MONDAY, MAY 21

10:00 a.m. NATIONAL WELCOME: F. F. ROBINSON, *International Conference Chairman.*
PHILADELPHIA WELCOME: J. A. FISHER, *Philadelphia.*
CHAPTER WELCOME: E. D. HERRING, *President, Philadelphia NOMA Chapter.*
RESPONSE: J. C. HODGES, *NOMA International President.*
KEYNOTE ADDRESS: MORRIS B. PENDLETON, *Los Angeles.*

11:00 a.m. ANNUAL BUSINESS MEETING. Election of Officers.

2:00 p.m. AUTOMATIC DATA PROCESSING: R. A. SCUDDER, *Standard Register Co., Dayton.*

TUESDAY, MAY 22

10:00 a.m. ELECTRONIC APPLICATIONS IN LARGE ORGANIZATIONS: GORDON R. COREY, *Commonwealth Edison Co., Chicago.*

10:00 a.m. ELECTRONIC APPLICATIONS IN SMALL ORGANIZATIONS: SIDNEY LYONS, *Arthur Anderson & Co., Chicago.*

10:00 a.m. FORMS CONTROL (Part 1) Workshop Session: FRANK M. KNOX, *Frank M. Knox Co., Cleveland.*

10:00 a.m. SUPERVISORY PROBLEMS IN THE OFFICE (Part 1): JOHN F. SHAFER, *Metropolitan Life Insurance Co., New York.*

11:00 a.m. PERSONNEL SELF-IMPROVEMENT: LINCOLN ATKISS, *Atlantic Refining Co., Philadelphia.*

11:00 a.m. PERSONNEL, GENERAL: LEE STOCKFORD, *Lockheed Aircraft Corp., Burbank, Calif.*

11:00 a.m. FORMS CONTROL (Part 2) Workshop Session: FRANK M. KNOX, *Frank M. Knox Co., Cleveland.*

11:00 a.m. SUPERVISORY PROBLEMS IN THE OFFICE (Part 2): JOHN F. SHAFER, *Metropolitan Life Insurance Co., New York.*

2:00 p.m. METHODS AND PROCEDURES: D. B. WATSON, *J. D. Woods & Gordon Ltd., Toronto.*

3:00 p.m. OBTAINING EMPLOYEE COOPERATION: JULES M. GRAUBARD, *Bache & Co., New York.*

7:00 p.m. ANNUAL BANQUET.

WEDNESDAY, MAY 23

10:00 a.m. PHYSICAL ASPECTS OF THE OFFICE (Panel); AIR CONDITIONING: DR. LUCIEN A. BROUHA, *E. I. DuPont de Nemours & Co., Newark, Dela.;* LIGHTING: W. S. FISHER, *General Electric Co., Cleveland;* OFFICE LAYOUT: F. L. KELBER, *Prudential Insurance Co. of America, Newark, N. J.;* SOUND: ROBERT B. NEWMAN, *Bolt Beranek & Newman, Inc., Cleveland;* COLOR: (to be announced).

12:30 p.m. ANNUAL LUNCHEON. Presentation of Prizes.

THURSDAY, MAY 24

EXPOSITION Open from noon to 6 p.m. On preceding days, from noon to 10 p.m.

J. C. HODGES
NOMA President

FLOYD GUILLOT
1st Vice President

day morning, May 22 because six sessions are scheduled for that morning. Four concurrent sessions will commence at 10 a. m. These will deal with electronic applications in large and small offices, forms control and supervisory problems in the office. Two of the sessions will continue until noon while two will be followed at 11 a. m. by sessions on personnel.

Filmstrips developed under NOMA supervision will be extensively used in a session on supervisory problems in the office. Workshop meeting techniques will be used in the session on forms control. Two sessions on Tuesday afternoon will cover methods and procedures and obtaining employee cooperation.

Since physical comfort of workers has an important bearing on office efficiency, the individual factors contributing to comfort are important. To analyze these and present the latest findings, NOMA has arranged for a panel session of five leading experts in each field: air conditioning, lighting, office layout, sound and color. This session is scheduled for Wednesday morning, May 23.

The chapter presidents' dinner is scheduled for the Benjamin Franklin Hotel on Sunday night, May 20. The Schulhof Awards for the best papers of the year, presented annually by THE OFFICE Magazine, will be among the awards presented at that time. Leffing-

A. B. PORTER
Vice President

F. A. SCHULTZ
Vice President

H. I. SEELEY
Vice President

W. H. EVANS
Executive Vice President

well Medal and NOMA Fellowship presentations will be made at the annual banquet on Tuesday night. The annual luncheon will be held on Wednesday, May 23.

An extensive program has been arranged for lady guests including a trip to Atlantic City, fashion shows, tours of Philadelphia, etc.

More than 120 exhibitors have already reserved the greater portion of 70,000 sq. ft. of planned exhibit space, all at ground level in Philadelphia's Convention Hall. The display will include the latest office machinery, equipment, furniture and supplies, many products to be seen publicly for the first time. From noon to 10 p. m. on May 21, 22 and 23, and noon to 6 p. m. on May 24, upwards of 35,000 persons, many of whom will be interested buyers, are expected to visit the exhibits.

One reason for the interest in the Philadelphia show, apparently, is the current broad scale interest in new office equipment. A recent NOMA survey in the U. S. and Canada indicated that 44% of office executives plan to buy new office machinery, furniture and other office equipment this year. One company is planning to spend $10,000,000; another $2,000,000. Other companies reporting to NOMA showed an average of around $28,400 of new equipment purchases planned for 1956. Quite a few companies reported project

F. G. MacILROY
Vice President

R. F. PRINZ
Vice President

budgets in excess of $100,000.

Among NOMA members, the report says, 72% indicated that equipment and machines are of primary interest and well above normal right now. Less than 5% of the members indicated that interest in new equipment is less than normal in their companies.

Complete registration information on both the conference and the exposition can be had from NOMA at 132 W. Chelten Ave., Philadelphia 44.

Exhibitors at the NOMA Conference In Philadelphia, May 21-24

Addo Machine Co.
Addressograph-Multigraph Corp.
American Automatic Typewriter Co.
American Dictating Machine Co.
American Photocopy Equipment Co.
Art Metal Construction Co.
Atlas Stencil Files Corp.
Autographic Business Forms, Inc.
Russell E. Baum Inc.
Bell Telephone Co. of Pa.
Bohn Duplicator Corp.
Charles Bruning Co.
Burroughs Corp.
Walter Camenisch, Inc.
Chart-Pak, Inc.
Cincinnati Time Recorder Co.
Clary Corp.
Columbia Ribbon & Carbon Mfg. Co.
Collamatic, Inc.
Commercial Controls Corp.
Copease Corp.
Cormac Industries, Inc.
Ralph C. Coxhead Corp.
Davidson Corp.
Delaware Valley Office Equipment Co.
Dennison Mfg. Co.
Denominator Co.
A. B. Dick Co.
Dictagraph Products, Inc.
Dictaphone Corp.
Diebold, Inc.
Ditto, Inc.
Joseph Dixon Crucible Co.
Dolin Metal Products, Inc.
Eastman Kodak Co.
Elbe File & Binder Co.
Electro-Copyist of Phila.
Thomas E. Edison, Inc.
C. A. Edwards Jr., Inc.
Egry Register Co.
Elliott Addressing Machine Co.
Esterbrook Pen Co.
Evans Specialty Co.
Facit Inc.
Federal Telephone & Radio Co.
Felt & Tarrant Mfg. Co.
Ferris Business Equipment, Inc.
Forms, Inc.
Friden Calculating Machine Co.
Bernard Franklin Co.
General Binding Corp.
General Fireproofing Co.
Gestetner Duplicator Corp.
Globe Office Furniture Co.
Globe-Wernicke Co.
S. L. Graves Co.
Gray Mfg. Co.
Haloid Co.
Hamilton Mfg. Corp.
Milo Harding Co.
Harris-Seybold Co.
Heyer Corp.
Infra Electronics Corp.
International Business Machines Corp.
Russell Kelly Office Service
LeFebure Business Systems Co.
Lundstrom Laboratories, Inc.
Magnetic Recording Industries
Manpower, Inc.
Marchant Calculators, Inc.
Master Addresser Co.
McBee Co.
Microsurance, Inc.
Minnesota Mining & Mfg. Co.
Monroe Calculating Machine Co.
Mosler Safe Co.
National Blank Book Co.
National Cash Register Co.
NuArc Co.
The Office Magazine
Olivetti Corp. of America
Ozalid, Div. of General Aniline & Film Corp.
Peirce Dictation Systems
Penn Dell & Co.
Photostat Corp.
Pitney-Bowes, Inc.
Plus Computing Machines Inc.
Port Huron Sulphite & Paper Co.
A. Pomerantz & Co.
Recordak Corp.
Record Files Inc.
Remington Rand Div., Sperry Rand Corp.
Rex-Rotary Distributing Corp.
Rite-Line Corp.
Royal Typewriter Co.
Safeguard Corp.
Saturday Evening Post
Scribe Corp.
Shaw-Walker Co.
Simplex Time Recorder Co.
Smith-Corona, Inc.
SoundScriber Corp.
J. H. Sparks, Inc.
Standard Register Co.
Tab Products Co.
Thomas Collators, Inc.
Times Facsimile Corp.
Todd Co.
Underwood Corp.
U. S. Plywood Corp.
Victor Adding Machine Co.
Vue-Fax Corp.
F. S. Webster Co.
Western Union Telegraph Co.
Wheeldex & Simpla Products, Inc.
Yawman & Erbe Mfg. Co.

Easiest way to do a week's dictation: put it on 5 Dictabelt records

HERE's a full week's dictation—recorded on five little belts of plastic. They're DICTABELTS—the exclusive dictation records of the Dictaphone TIME-MASTER dictating machine. The *real cost?* Less than any other dictating medium!

Other DICTABELT advantages: they're clearest of all dictation records; unbreakable and mailable. Dictation is visibly recorded and permanent—can't be erased or changed.

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The Dictaphone TIME-MASTER *dictating machine.*
"Takes the words right out of your mind."

For More Information Circle No. 177

Automation Research at Minneapolis-Honeywell

ALFRED M. WILSON

Executive Vice President, Minneapolis-Honeywell Regulator Co., Minneapolis.

EXPERIENCE already has proved that automation of industrial operations is essential to our prosperity. Now there is growing acceptance of the fact that automation of office operation is equally necessary, and can be achieved by electronic data processing systems.

At Honeywell we have not yet reached the stage where we have a computer installed, our programs all worked out and are enjoying the expected benefits. We have finished our feasibility studies and we are training personnel, hoping to be ready when our computer is installed sometime next year.

We do not look at the use of computers as an office revolution. Our belief is that office automation is a logical and practical extension of our long-run improvements in productivity. Office automation is simply another name for better office tools that must be used if we are to hold our competitive position.

Record keeping is not peculiar to the accounting function alone, but is an essential activity in sales, production, engineering and many other company functions. Consequently, we established in 1954 an office automation department, reporting to an officer, and serving all divisions of the company. This department was instructed to carry out a four-point program:

1. Analyze existing operations to define the record keeping problem.
2. Study all electronic data processing equipment available.
3. Determine the benefits of office automation in terms of cost savings.
4. Determine any other benefits in terms of better management data.

This examination of our existing office methods provided an immediate reward beyond our expectations. Last year, while we were spending $42,000 on the feasibility survey, our analysts turned up elements of inefficiency and developed improvements which have produced annual savings in excess of $56,000, and this phase of the work is not yet complete.

The personnel involved in the first step of our program, having been exposed to the intimate detail of present operations, was next exposed to sufficient education in logic, programming, coding and operation of the selected equipment to permit an evaluation of its use. This provided us with the key personnel who will serve as the nucleus for an expanded staff in preparing for the physical installation.

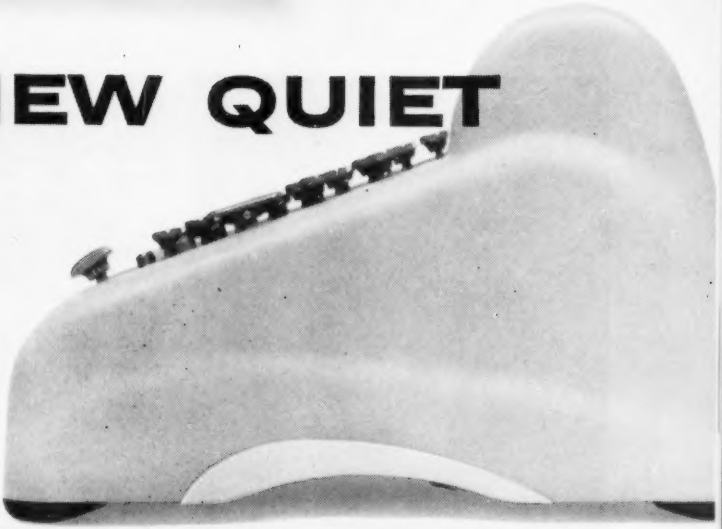
The feasibility study gives evidence of major cost savings as balanced against equipment utilization. It also gives evidence that tangible economies, more than offsetting new costs, can be effected long before the capacities of the equipment can be taxed. This is a gratifying experience in that it will provide spare capacity required to realize the other greater benefits offered by these new tools—the potentials of operations research.

The efficient performance of clerical work is, of course, a desirable objective. Yet a most important plus value in electronic data processing stems from the possibility of solving management problems not now solvable.

We have on our staff men who have studied the scientific methods used by the armed forces during and since the last war. They have evolved new methods many times more efficient than linear programming which makes us hopeful

For More Information Circle No. 411 →

NEW QUIET



NEW COLOR

NEW CALCULATOR

the new Series C by Burroughs

These new Burroughs Calculators are made to be seen and not heard! They're as silent as they're sleek, yet their beauty is far from skin deep. They are amazingly accurate, efficient, economical and easy to operate! There's a Burroughs for every need in the new Series C. Phone our nearest branch office. Burroughs Corporation, Detroit 32, Michigan.

Burroughs

"BURROUGHS" IS A TRADEMARK

This 2700-ft. spool of magnetic tape in the Datamatic $1½-million data processing system can store on its 31 channels as much data as could be put on a half-million punched cards.

that these problems can be brought within range. They are currently working on the problem of production control—specifically, to minimize the total cost of production.

The number of quantities which can be varied is so large that it is impossible for humans to consider all possibilities. As an example, at our Minneapolis division, 15,000 parts are manufactured by regular production. If we considered the quantity to be requisitioned on each of these parts during each of the 10-time intervals, we would have 450,000 unknowns to determine. This problem is so large that it is not even solvable in this form by the largest, fastest computers in existence. Only by intelligent choice of variables and by developing more powerful methods can such problems be solved. We have real expectations that the savings of converting this to a wholly new computer method can make substantial reductions in overall costs of production, *i.e.*, fewer ups and downs of employment, economical inventories and elimination of many costly maneuvers.

We plan to make a serious study of a coordinated and centralized data processing concept. Where certain locations might not justify an electronics installation for their sole use, pooling the system's capacity makes it practical to tie them in and provide substantial economies. Operating statements can be put in the hands of plant managers from a day to weeks earlier than is now possible. We believe our corporate philosophy of decentralized operations will not suffer from centralized data processing —on the contrary, it will benefit to a marked degree. We expect the functioning of the central processor-communication combination to be so smooth that the remote user will not notice the physical separation.

A major factor in considering applications of automation is the possible impact on employees. From our own experience, and from direct observation of the experiences of customers who have installed our automatic control system, we know that the net effect of increasing automation will be advantageous to employees. It has been true in Honeywell's history, as in the overall history of our economy in this country, that better and better tools and repeated improvements in productivity have been the basis for our growth and the steady rise in the standard of living of our employees.

A common error in evaluating the possible impact of a new piece of equipment or a new process is to make the assumption that the only effect it will have is the directly competitive one on the equipment or process that it is designed to replace. This error is based on two false premises: (1) that the demand for goods is stationary and (2) that no new fields remain to be conquered.

From the introduction of past improvements in equipment and methods,

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For More Information Circle No. 150

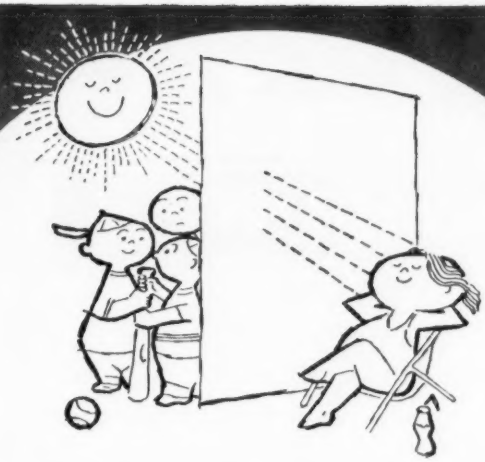
we have countless proofs that better tools have meant more jobs, better jobs, higher pay, shorter work hours, easier and better work, and the highest standard of living the world has ever known. Similarly, within our own company, employment in the past 15 years has increased from about 3,000 to over 25,000, almost doubling itself each five years.

There has been too much of a tendency to succumb to the scare implications of machines that can do the work of 400 clerks. Actually, the fundamentals are just as true in data processing as in the development of new tools or processes for any other application. As in the case of our prior experience with improving tools and productivity, we recognize at once that, although hand typing or calculating or posting may be transferred to the data processing equipment, a host of new jobs, and therefore expanding employment, will be required in the areas of data preparation, interpretation of results, and taking action based upon those results.

An individual faced with the application of automation to his job or in his department naturally wants to know just what the spot disturbance to him may be. By planning ahead so that new operations will pick up step-by-step as old operations are reduced, by timing changes to periods when the workload is increasing rather than decreasing, by training employees in the new skills well before the transfer is necessary, and by not replacing job vacancies resulting from voluntary separations, we can accommodate smoothly to rather substantial changes.

Personnel displaced by data processing equipment falls into two classes: purely clerical jobs and jobs involving various degrees of analytical and decision making abilities. For the first category we plan on-the-job training when dislocation develops. In the second case we are exposing personnel to education necessary to permit them to assist in various degrees in formulating new problems and their solutions. In a sense they will be preparing themselves for new jobs. In both categories everyone will find some people of long-term employment who are not capable of assimilating new knowledge and who will not fit into new jobs. Our answer to this problem is to use such employees on lesser jobs.—*From a talk at a special conference of American Management Assn. on Electronics at Work.*

"For a man of few words, he does remarkably well."



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Speedmaster is a translucent master paper that is opaque to the eye, yet it permits light to pass through with ease.

It has the appearance of a fine bond, yet it goes through direct print copy machines at a very high rate of speed to give you clean, sharp copies.

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Neenah
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SINCE 1873

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For More Information Circle No. 102

PAPERMATIC CONTROL

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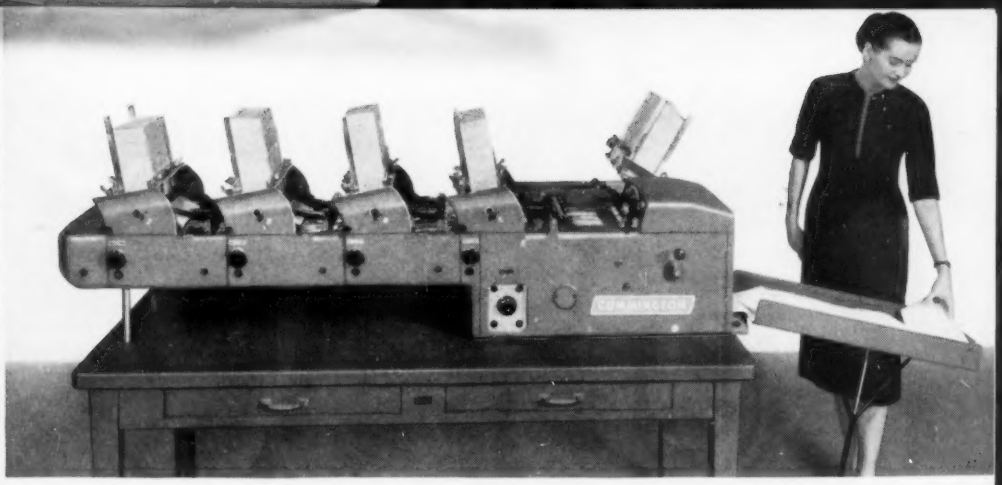
THE CUMMINGTON 8-STATION COLLATOR — Model 85
An attractive, high speed, self-contained machine for cutting costs in paper gathering.

FEATURES:

Self-Adjusting Paper Feed for paper weight and pile height • Gathers Wide Range of Paper — from 5" x 7" to 11" x 14" in size and 9 pound manifold to 110 pound ledger in stock • Positive Vacuum Feed for accuracy • Push Button Control for easy operation • Compact Design for minimum floor space requirement • Simple Blank Detection • No Down Time • Competitive Price to make you want PAPERMATIC CONTROL.



THE NEW CUMMINGTON INSERTING AND SEALING MACHINE — Model 44

An accurate, easy-to-operate machine for reducing mailing costs. It inserts enclosures into envelopes, moistens flaps, seals, counts and stacks envelopes automatically.

FEATURES:

One, two, three and four station models according to need • Positive Vacuum Feed for accuracy eliminating misses and double insertions • Electronic Safety Mechanism providing jam-proof control of insertion • Advanced Stacker Design for more efficient stacking of sealed envelopes • Multiple Roll Pressure for positive sealing of flaps • Just 10 Oiling Points for easier maintenance • Competitive Price to make you want PAPER-MATIC CONTROL.

See Booths 224 and 226
NOMA Exposition
May 20th — May 24th
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CUMMINGTON

For further information write:

CUMMINGTON CORP.

620 COMMONWEALTH AVE., BOSTON 15, MASS.

For More Information Circle No. 166

Central district headquarters of Sinclair Refining Co. was the first new office building built in downtown Chicago in 20 years.

Now Ceilings Are Integrated

THE FIRST NEW office building to be completed in 20 years in Chicago's Loop area was the Sinclair Oil Building housing their central district headquarters offices. These offices have what are called integrated ceilings with sound, light and air components combined in a uniformly smooth, flat surface. No fixtures project from the ceiling, yet there is complete flexibility of layout because acoustical tile, light fixtures and air diffusers can be moved quickly and easily if relocation of desks or change of work areas is required.

All three components are interchangeable. A workman need only lift out the

Interchangeability of ceiling elements is shown here. Light fixtures can be moved along the furring grid and air conditioning outlets within range of the flexible ducts. Celotex perforated mineral fiber acoustical tiles also are easily moved. See finished office on page opposite.

Smaller offices, too, have integrated ceilings in the new Sinclair Oil building in Chicago.

Below: Finished appearance of the integrated ceiling in a large office in the Sinclair Oil building, Chicago.

sound conditioning panels to move the air and light fixtures which rest on channeled steel rods and are connected with flexible metal tubing and conduit. When a clerical department has to be relocated, the light fixtures and air outlets can be moved accordingly for the greatest comfort and efficiency of the personnel.

This method, utilizing the Celotex Acousti-Line Suspension System, was developed by Celotex Corp., John W. Galbreath & Co., Holabird & Root & Burgee, Day-Brite Lighting Co., and Connor Engineering Co. It provides an attractive dead-level ceiling of maximum flexibility, yet firmly supported and accurately aligned in the same horizontal plane. It also allows instant accessibility to wiring, ducts, and other supply lines above the ceiling.

At the heart of the system is a network of 6¾″ exposed metal panels attached to 1½″ channels. On each side of the panels are ⅜″-wide flanges which carry the perforated mineral fiber tile and the air diffusers. Lighting fixtures, although supported independently by the 1½″ furring grid, are leveled with the rest of the ceiling by alignment with the panel flanges.

C. K. Foster, sales promotion manager for Sinclair Refining Co. which occupies six floors of the new 10-story building, said their integrated ceiling system is proving highly satisfactory. The same system has been installed in older buildings.

A Universal System of ADDRESS CODING For Automatic Machine Processing

DANIEL L. GRANT
Specialist in Business Coding, New York.

AMBROSE RYDER, an engineer and retired officer of a leading American property insurance company, has devised a system of defining and locating addresses which he calls *Where is Where,* or the East-North System of indexing maps.

It might properly have been styled, "How to Make a Postmaster General, a Statesman." Because of the multiplicity of uses for his system of simple numeric place designations, perhaps no one use comes more pointedly to mind than the mechanical handling of mail. There is almost no one who isn't aware of the endless hand sorting and classification of mail; for receipt and dispatch, and for distribution and delivery. Next in point of common awareness is the lore, whether merited or not, that the Post Office Department is traditionally the headquarters for the administration's political master mind and that,

A Webster product for every duplicating need

THE F. S. WEBSTER COMPANY supplies duplicating materials for modern office machines. A half-century of experience in the field enables Webster to bring skill and ingenuity to the production of these tailor-made products.

CARBON PAPERS — Weights, finishes and sizes for specific typing requirements.

TYPEWRITER RIBBONS — In cotton, silk and nylon quality in a variety of colors for all makes and requirements.

OFFICE MACHINE RIBBONS — For Adding, IBM Tabulating, Billing, Posting, Addressing, Time Recording and Teletype machines as well as for all hectograph requirements.

ACCESSORIES — Hand cleaners, type cleaners, instrument oil, duplicating fluids and manifold tissue.

F. S. WEBSTER COMPANY, 8 Amherst St., Cambridge 42, Mass.
Factory branches in Chicago, Detroit, Philadelphia, Pittsburgh, San Francisco, New York and Cambridge

For More Information Circle No. 131

whatever the postal rates, the department is perennially running a deficit. Because of the direct relevancy of Ryder's address system and the desired Post Office operating profit, at low postal rates, one naturally thinks of that organization to spearhead the work of adding the necessary markers to existing sign posts to bring the new system into everyday use.

Of course, map makers such as the extensive service for motorists, can use the location designations without further effort. They have the address system without the precise designations essential for use by mailmen, delivery men or others interested in locating a specific spot or building.

Where is Where is a treatise * on every aspect of the East-North System, even including altitude, if that is desired. In its simplest terms, the system is based on latitude and longitude, measuring one from 170° west longitude (in order to have only one directional connotation) and the other from the South Pole. For instance, should you wish to visit Arden House, given by Gov. Harriman to Columbia University, New York, all you would need to know is that it is located at 53-00E-78-00N. Suppose you should start from Newburgh, N. Y., to visit Arden House with no sense of direction and no knowledge of the highways. Going to the first street corner you would discover that you are at, let us say, 57-00E-91-00N. It is apparent that you are north and east of Arden House. The next marker tells you that you are now at 57-00E-91-01N. Thus you have gone north when you should have gone south. Reversing your direction, having established the north-south axis, you know the direction of west. Without asking somebody, you could thus proceed in a southerly and westerly direction until the markers brought you to Arden House. If at any time, losing sense of direction or following an unknown highway, you should again turn too far east or too far north, the next marker would so notify you. If by chance you wished to reach the back door or the garage of Arden House, not the front door, you only have to point off your locus designations another point or two. Thus refinement in the designation of location can be as precise as required, using the system for such work as defining a plot of land or a city block where values are so great that the definition has to be in feet and inches.

Once the designation of locations—street corners, crossroads, bridges, etc.—has been marked, we are only one step removed from electronic sorting of mail. Profit margins will go up, and the Postmaster General will become a statesman.

Ryder does not propose this but, let us project the idea. Gov. Harriman doubtless has a social security number. Suppose that it reads: 179-42-9817. Tomorrow his mail might be addressed: 179-42-9817, 53-00E-78-00N.

Only a few days ago we examined the payroll procedures of a nationwide enterprise with 10,000 employees. To each, the employer had assigned a long number which had to be reinterpreted into the social security number for Government tax reports. Why two numbers for the same individual? Why a social security number, an Air Corps number, a Treasury Department number, an FBI number, a rural electrification number, a Department of Agriculture number—all for one and the same person? Since we have the social security number, why not use it universally? In crossing the national frontier the other day, my social security number was more useful than my picture, my signature or my bank book.

Of course, the Post Office Department is not the only one interested in finding addresses. The military, the delivery boy, the visitor, the courting swain—all are interested in finding places with the minimum of effort and time and dependence upon others. The adoption of the East-North System does not require abandoning our picturesque and tradi-

* *Where is Where* by Ambrose Ryder; 48 pp., Carmel Co., Carmel, N. Y., $1 postpaid.

tional names for poetic purposes, or any other use which can be made of them.

Not the least interesting aspect of Ryder's system is that it opens a vast door for electronic processing without complicated systems of programming. Many people are stunned at the prospect of electronic processing of data, or work, on account of the complexity of controlling the data and the machine to process it. For mail handling, however, simple programming through the size of the wrapper, positioning of data, codes, spots and other similar devices, constitute the essential programming.

With all the ingenuity with which Ryder has devised his address system, one is almost stunned by its simplicity. Anyone can be taught its principles in a few minutes, and anyone who can read numerals can follow it. Perhaps we have in this development another illustration of the old saying that revolutionary things are often simple and obvious.

Self-Guides go thru Tabulating Machines—No guides to remove! No guides to replace! Make your tab cards as fast as the fastest card file.

Effective Tools for Effective Management

WASSELL ORGANIZATION, INC. Westport, Conn.

For More Information Circle No. 238

THIS MAN'S MISSION IS TO EXPEDITE PRODUCTION

His briefcase bears glad tidings . . . especially for "job order" industries. It contains the facts about a revolutionary new AUTOMATED FACTORY/OFFICE SYSTEM to expedite and control materials, tools, parts and processes through assembly, to delivery on time. His thinking and methods are in tune with the age of automation. He is a Dashew field engineer. You will want to see him after reading the Dashew story in "6 HONEST SERVING MEN." Write for this enlightening presentation of a new integrated data processing and production control concept.

DASHEW

DASHEW BUSINESS MACHINES, INC.

5886 Smiley Drive, Dept. 60, Culver City, California

12 Ways To Develop Your Assistant

B. W. ELSOM
Director of Employee Services, Boston Store, Milwaukee

THE EXECUTIVE who is looking ahead will devote continual effort to the development of his assistant. He realizes that his own progress is dependent on the progress of his department. The better trained his assistant is, the better the department as a whole will function.

If you have not developed a competent assistant, you are working under serious handicaps. You must yourself settle almost every question that arises. When you are absent, your department's efficiency suffers severely. Until you have developed a competent understudy, you can hardly expect to be considered for promotion.

1. *Keep your assistant thoroughly posted on your plans and the progress of these plans.* You can't expect him to make intelligent decisions in your absence unless you keep him posted on facts and your current thinking about future plans and policies.

2. *Teach him to get the habit of giving you frequent progress reports.* Insist that he keep you informed of the progress he is making on the various assignments you have given him, the difficulties that he encounters, and the methods he intends to use to overcome these difficulties.

3. *Give him exercise in thinking for himself.* Ask his opinion on problems that arise. When he presents a problem, insist that he think it through specifically. Work with him in doping out several possible solutions to each problem. Teach him not to adopt the first solution that comes to his mind. Help him improve his faculty of correct selection.

4. *Teach him to save your time.* Teach him to think his problems through carefully before he presents them to you. Urge him to tell you his problems and one or more definite proposals for the solution of the problems.

5. *Thrust responsibility on him gradually.* Remember, he hasn't yet acquired the "feel of the job" that you possess. Add one new responsibility at a time, and give him time to absorb it.

6. *Build his feeling of responsibility.* Let him be completely responsible for certain parts of the work. Keep out of these things yourself, except for supervision. If he suggests a method about as good as yours, let him use his method. Let him layout specific plans of action for himself.

7. *Hold him accountable for his re-*

←For More Information Circle No. 355

sponsibilities, and check up on them frequently. If he neglects some of his duties, it may be because you are neglecting your check-ups.

8. *Make him feel free to ask for new responsibilities as fast as he thinks he can carry them.* Don't give him the feeling that you are holding back on him. Make him understand that you are anxious to see him develop to the fullest extent.

9. *Back him up.* Consider orders he has issued as important as your own. Give him your support in disputes and when he is criticized. Do not yourself criticize him publicly. Give him your criticisms in private. If it is necessary to reverse one of his decisions, let him reverse it himself. Give him praise and commendation when he deserves it.

10. *Teach him to confess his mistakes promptly.* Let him realize that you know it is human to err, and that you are fairminded enough to overlook a reasonable number of mistakes on his part. Let him know that you would rather have him tell you of his own mistakes than have someone else in the organization report his mistakes to you.

Don't let him place the blame for errors on his subordinates. Establish in him a feeling that he is responsible for the acts of his subordinates, and that you expect him to be big enough not to pass the buck.

11. *Teach him to be able to take criticism constructively.* Make him understand that you criticize him in order to help him; that if people do not know their faults, the door to self-improvement is blocked. Tell him that you criticize him because you consider him an investment. You are trying to help him develop.

12. *Help him learn by his mistakes.* Never criticize him publicly for his mistakes but, in private, discuss the incident with him thoroughly. Try to point out constructive suggestions as to how he could have handled the situation better.

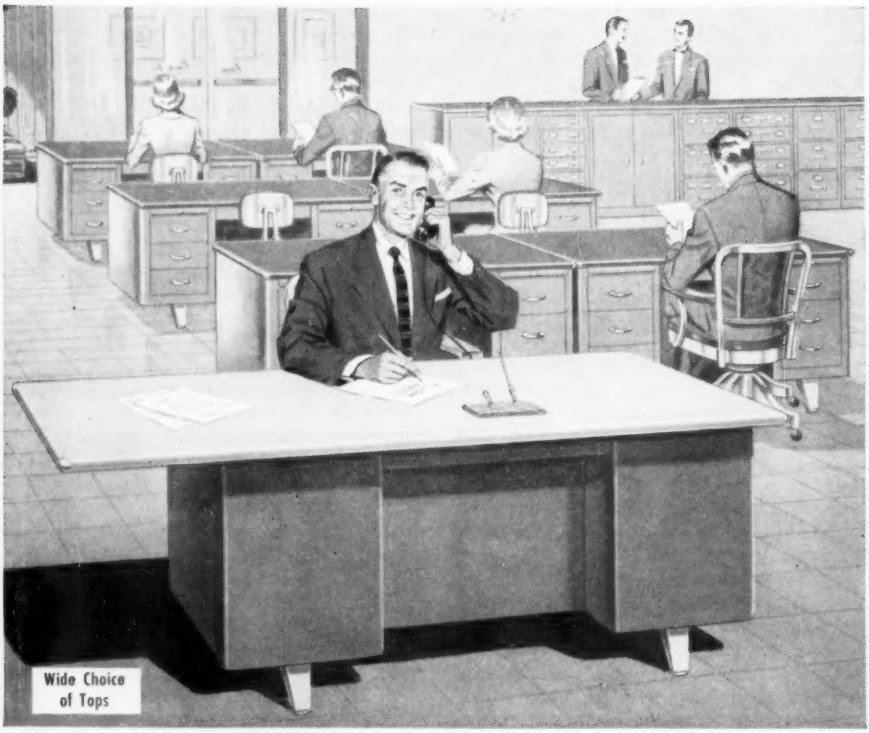
What Smaller Offices Should Know About Overtime Wages

ROBLEY D. STEVENS
Management Consultant, Washington, D. C.

WILL THE NEW Federal wage-hour law's $1 minimum rate drive your office payroll costs upward? What are you doing about it? The solution to this problem is by no means a new one, but many smaller offices are now faced with it for the first time.

In substance, the Fair Labor Standards Act states that anyone in the office covered by this law must be paid overtime for work beyond 40 hours per week. The question is, who in your office is covered? It can only be settled by comparing the job function of each individual office worker to the official simplified "tests" of duties, responsibilities, salary and other requirements for eligibility. The language of these wage-hour tests is exclusionary; *i.e.*, anyone in your office whose job measures up to *all* the requirements is *not* officially entitled to overtime, or is *exempt from the law.* Two classifications of white collar exemptions are:

1. *An executive office worker is one* (a) whose primary duty must be management of the establishment or a recognized department; (b) he must regularly direct the work of at least two full-time employees; (c) he can hire and fire, or recommend hiring and firing; (d) he regularly must exercise discretionary powers; (e) he must devote no more than 20% of his workweek to nonexempt work; (f) his salary must be at least $55 a week.



More Time for Management

NEVER before in the history of American business has the handling of detail been so important. Shaw-Walker *"time-engineering"* has perfected features that make the organizing and handling of office work easier. These features, exclusive with Shaw-Walker, give management more time.

This stylized Work-Organizer Desk is the closest approach to desk automation yet created. *"Time-Engineered"* 22 ways to make each day's work easier and more productive. 86 models for every need.

Drawer Interiors Are Planned to make every move easier, faster. Drawers provide specific places for all work and working tools—keep top clear of everything but job at hand — guaranteed to eliminate clutter.

Modern As Tomorrow—Years ahead in beauty and comfort. Stylized base, recessed back. There's a wide choice of top styles, top materials, drawer arrangements and color.

"Built Like a Skyscraper"

SHAW-WALKER

Largest Exclusive Makers of Office Equipment
Muskegon 9, Mich. Representatives Everywhere

For More Information Circle No. 103

The short test below may be applied for quick reference: An executive office worker who earns at least $100 a week is exempt if, (a) he regularly directs the work of at least two fulltime employees, and (b) his primary duty is management of the establishment, or a department.

2. *An administrative office worker is one* (a) whose primary duty must be responsible office or non-manual field work of substantial importance to management or to the operation of the business; (b) who customarily and regularly must exercise discretion and independent judgment, as distinguished from using skills and following procedures. He must have the power to make important decisions; and (c) spend no more than 20% of his workweek on nonexempt work; *i.e.*, work not closely related to his administrative duties; and (d) earn at least $75 a week in salary or fees.

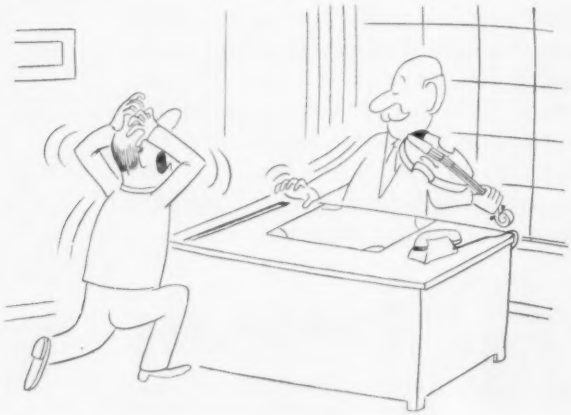
The short test below may be applied for quick reference: An administrative office employee who earns at least $100 a week is exempt if (a) his primary duty consists of responsible office or non-manual field work of substantial importance to management or operation of the business, and (b) his work requires the use of discretion and independent judgment.

Every office executive or administrative worker can be sure he is qualified for exemption from overtime pay by answering, "Yes," to the foregoing questions.

There is no doubt, that the head bookkeeper, for example, who spends a substantial amount of his time keeping books of the same general nature as those kept by the other bookkeepers, even though his books are confidential in nature or cover different transactions from the books maintained by the under bookkeepers, is *not* primarily an executive office employee and should not be so considered.

An office manager who does not *supervise* two or more employees would not meet the requirements for exemption as an executive employee but might possibly qualify for exemption as an administrative employee. Such an employee may perform administrative duties, such as the execution of the employer's credit policy, the management of the company's traffic, purchasing and other responsible office work requiring the customary and regular exercise of discretion and judgment, which are clearly exempt. However, this office manager may perform all the bookkeeping, prepare the confidential or regular payrolls, and send out monthly statements of account. These latter activities are not directly and

(Continued on page 142)



". . . My life has been one constant, uphill struggle. I've had to work, and work hard. Yet, for all this, I have not been justly rewarded, Boss. You can fulfill my dreams, my hopes . . ."

For More Information Circle No. 239

Above: Removing some of the 25,000 stencils of Standard Oil employees. At Right: Cutting stencils for new stockholders.

Below: Processing tabulating cards from which stock was issued. Cards contain name, address and number of shares held on record date.

20 Million Items Processed In Big Stock Transfer Job

THE BIGGEST stock transfer job of its kind ever undertaken by a bank transfer agent was the three-for-one capital stock split of Standard Oil Co. (New Jersey). Guaranty Trust Co. of New York dispatched more than 21 tons of mail to Standard Oil's approximately 326,000 stockholders.

From the first public notice of the split to its completion, the job involved the manual, mechanical or electronic processing of more than 20 million items in the form of mailings, calculations,

NEW! Victor Calculator

Exclusive: Fully automatic multiplication . . . automatic constant lever . . . total transfer feature

The new Victor Mult-O-Matic is the only machine with completely automatic multiplication from one simple set of keys. You multiply figures as you would write them—only the multiplicand, multiplier and answer are printed on tape. No other confusing figures or symbols are printed.

Simplified automatic constant lever lets you multiply same figure repeatedly without re-entering each time.

New total transfer button lets you retain a total in the machine so that it can be multiplied by another figure.

Don't wait. Call for a free tryout! Look under "V" for Victor in the adding machine section in your classified phone book . . . or write.

VICTOR ADDING MACHINE CO., CHICAGO 18, ILLINOIS
Victor-McCaskey Limited, Galt, Ontario

Manufacturers of Business Machines, Cash Registers, Business and Industrial Systems, Electronic Equipment and Electri-Cars.

For More Information
Circle No. 412

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For More Information Circle No. 295

Counting stock certificates at the rate of 60,000 an hour on a Vacuumatic counter. For more information on this machine, Circle No. 421.

listings, enclosures, addressing, proxy tabulating, issuance and posting of new stock certificates. Included among the more important of these operations were over a million mailings in which were 3,588,000 enclosures. Posting the 130,870,948 new shares to the stockholders' ledgers involved making 1½ million entries within a period of five weeks. Many signatures also had to be manually applied to the new stock certificates.

Office equipment made the huge job possible and kept the many varied phases on schedule during the weeks before and immediately after the split was voted by stockholders. A new machine was used to count stock certificates at the rate of 60,000 an hour, or eight times as fast as the normal manual counting rate. Yet with all the advanced equipment, the job required the

At left: Perry Sanford, head of Guaranty Trust's tabulating department, programming plugboards for calculating new share balances after stock split, number of new shares to be issued and certificate numbers to be assigned.

Imprinting stock certificates on addressing machines.

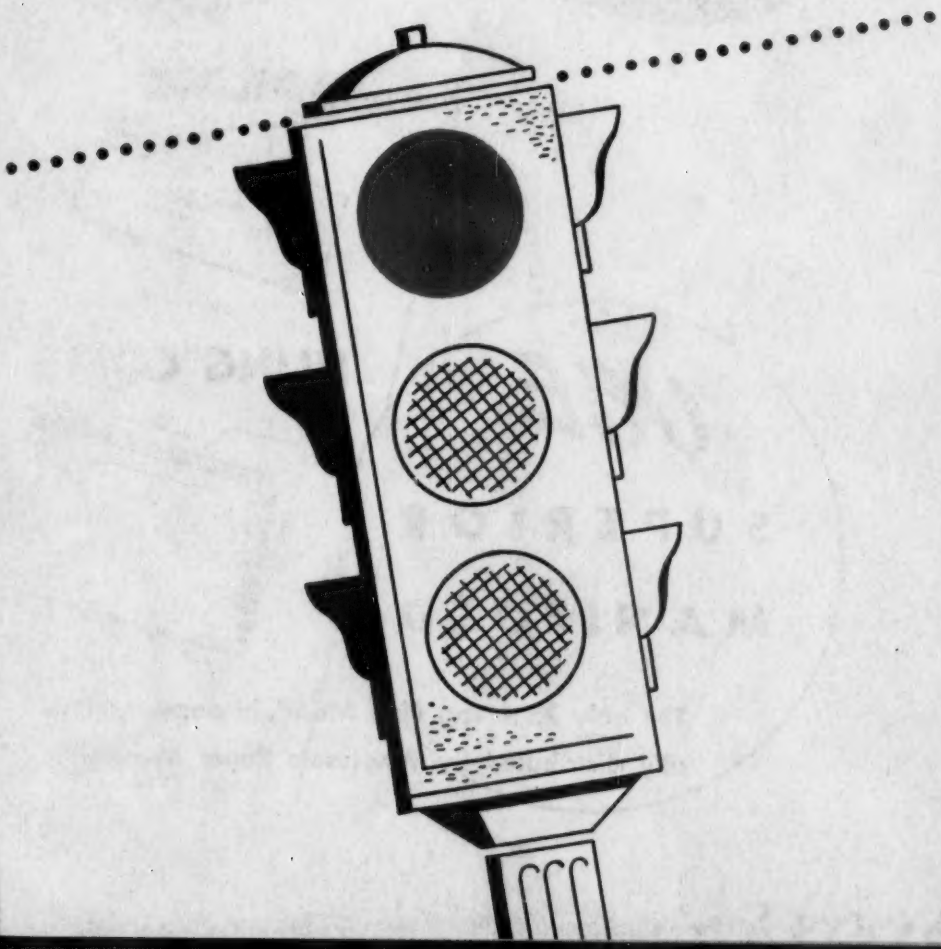
Imprinting blocks of stock for large shareholders on a 3400 Addressograph.

work of hundreds of members of the bank's staff—at times almost around the clock.

Standard Oil Co. (New Jersey) is one of the country's largest corporations. After the present stock split it will have more than 196,300,000 shares outstanding and will rank second among the country's corporations in that respect. Preliminary planning for the physical handling of the split started about three months before the January 30 special stockholders' meeting at which the split was approved. Proxies were addressed and related material prepared, enclosed and mailed to stockholders prior to the

For More Information Circle No. 413 →

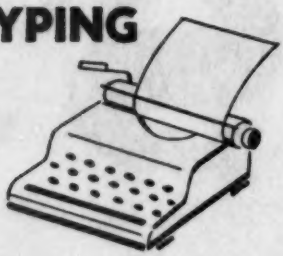
STOP



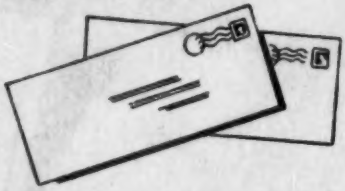
STOP

wasting
money on . . .

TYPING



MAILING



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MADE IN

SMOOTH and COCKLE FINISHES

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Cherry	Goldenrod

STOCK SIZES

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8½ x 13*	17 x 26*	22 x 34	28 x 34
8½ x 14	17 x 28	26 x 34*	

*White only

Underscore denotes grain direction.

Return the attached prepaid post card for a Sample Folder of Superior Manifold.

Please send me without cost, a sample folder of SUPERIOR MANIFOLD showing the complete range of colors and finishes.

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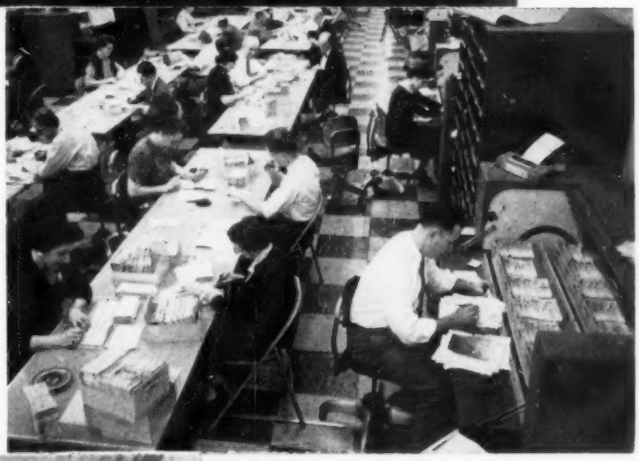
Specialists in Thin Papers for over 50 Years

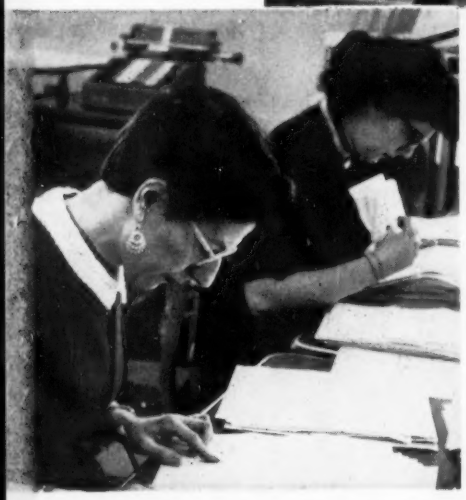
Turners Falls, Massachusetts

Above: Employees of Chase Manhattan Bank, registrar for Standard Oil stock, came to Guaranty Trust Co. to register the stock.



At right: Posting stock to Standard Oil's ledger records was one of last operations. A Diebold file is shown at right.

Below: Processing special instructions.



special meeting. A stockholders' voting list was prepared, giving names and number of shares held on the record date, against which returned proxies were checked and tabulated. The present stock split is one of the most voluminous operations Guaranty Trust Co. has handled for Standard Oil Co. (New Jersey) during the 36 years the bank has served as their stock transfer and dividend disbursing agent.

While the programming of the split was in process, the bank was also paying two of Jersey Standard's regular quarterly dividends and in addition was handling dividends and performing other transfer and registrar services for about a thousand large and small issues

For More Information Circle No. 413

Inserting stock certificates into envelopes for mailing.

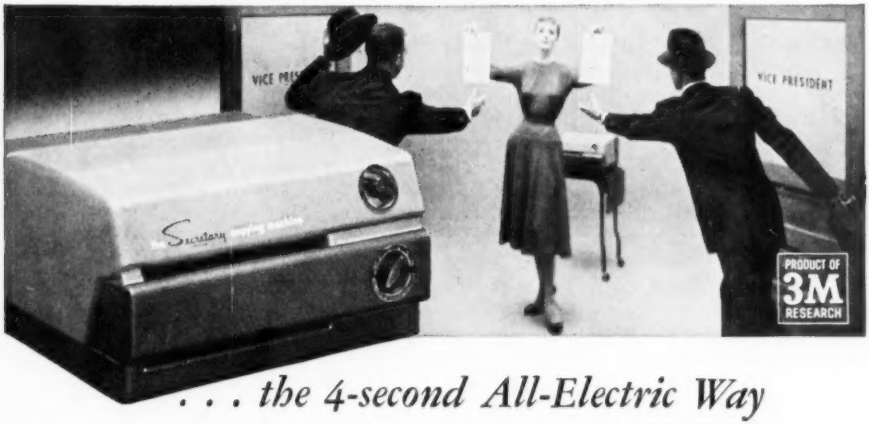
Large blocks of stocks ready for delivery within New York City.

Pulling address changes from part of the 21 tons of mail which was ready for the post office.

for other companies. Guaranty serves as stock transfer agent or registrar for more than one-third of the nation's billion dollar non-financial companies and is thus geared to handle unusual and extra large operations in stride without interrupting its services to other corporations.

Checking the registered mail just before it went to the post office.

Make copies when you need them



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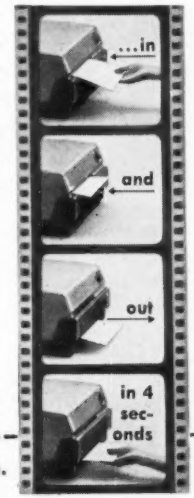

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3M Company, Dept. ES-56, St. Paul 6, Minn.
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Company_____
Position_____
Address_____
City_____ Zone_____ State_____

For More Information Circle No. 105

The More Things Change, The More They Are the Same

FREIDA KRAINES
Records and Library Supervisor, Chicago Park District.

WE HAVE BECOME so accustomed to written records that we rarely think of any other kind, yet other kinds were used long before writing became common. Business records were kept by means of various physical objects. In fact, some objects continued in use even in civilized countries until a little over a century ago, and in primitive countries they are still used today.

Among the Incas of Peru, who had no system of writing, knotted strings (quipus) were used to record numbers and as mnemonic aids for events, lists of kings, and even poetry. In this system, ten types of knots each represented different numbers. There was a main cord with pendent cords attached from which sometimes were secured short subsidiary cords. Color was used but its significance is not known although it probably distinguished different items.

The type and position of the knot on the cord indicated its numeric value. All knots representing the same value were in the same position on the various pendants. The quipu was read horizontally as if the knots were in lines. Knot officers were employed to read the quipu and *amantas* were instructed in the history of the empire which was committed to memory with the aid of the quipu which was used as a memory tool to establish chronology and incident. Contrary to popular belief, the quipus were not used for individual transactions, but rather to record facts and statistics.

Today the quipus are still used by the Indians of Peru and Bolivia to keep a record of sheep. Different knots represent various species of sheep and have different numerical values.

The use of wampum strings and belts (wampum means "white string") originated with the Algonkins in southern New England who used the beads as ornamentation and also as a medium of exchange. Originally they were made of flat disc-shaped white shell beads; later small cylindrical beads of black, blue and white were added. Specifically wampum was used as:

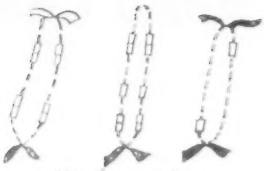
1. A pledge of sincerity among tribes.
2. A testimonial of authority carried by messengers.
3. Mnemonic records of tribal events and treaties.
4. Symbols of ceremonies.
5. The basis of compensation in the ransom of captives.
6. The conveying of proposals either in a political sense or in the social sense of marriage.

Later wampum was used as a medium of exchange between Indian and white people. It had a definite money value starting with four beads to a penny. The Iroquois adopted the wampum and greatly developed it, including political and religious uses. Of social significance was the use of wampum strings for the proposal, and acceptance or rejection of marriage.

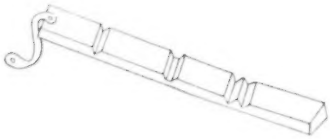
When William Penn purchased land from the Delaware Indians, the transaction was recorded in wampum belts. Although there is no certainty that the belts now in the Museum of the American Indian are the exact ones used, it is believed that one particular belt might be a record of that treaty.

There are very few authentic wampum belts in existence today, but their importance is indicated by the following quotation from the Encyclopedia Britannica: "The belts that pass from one nation to another in all treaties, declarations, and important transactions are very carefully preserved in the chief's

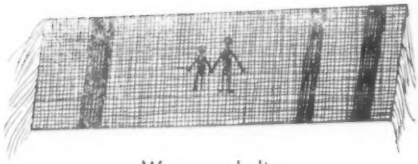
Peruvian quipu.



Wampum strings.



English tally stick.



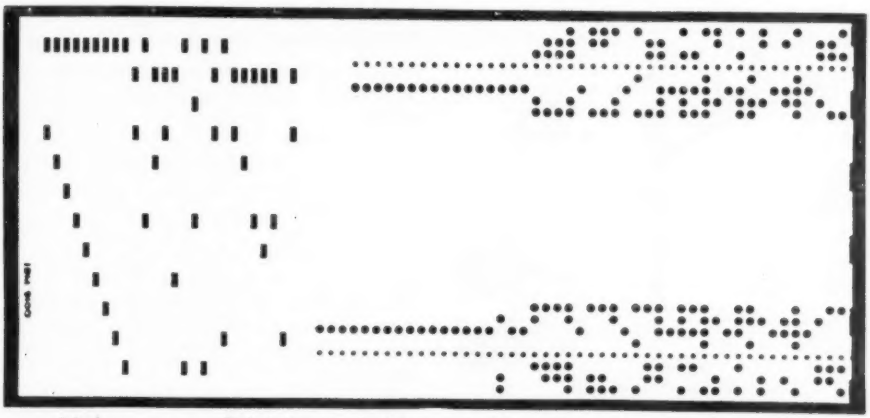
Wampum belt.

cabins, and serve not only as a kind of record or history, but as a public treasury. An interpreter could tell the exact rule, provision or transaction talked into them at the time and of which they were the exclusive record. They were the only visible records of the Iroquois, but they required a trained interpreter."

The natives of Borneo still use matched sticks and knotted strings to keep a record of contracts. When a person makes a future date, he knots a string to indicate how many days away the appointment is. As each day passes, he unties a knot until the day of the appointment arrives. Sometimes a strip of tree bark is tied into knots, and each day a knot is cut off.

Tally sticks are used to record debts and sales. A strip of wood about a foot long, 1″ or more wide and ⅛″ thick is made with the rudely carved head and hands of a god at one end. Marks are made on one side, each referring to a door of a house. As a debt is incurred by the occupant of any "door," it is recorded by a notch in a corresponding position on the stick. When a debt is paid, the owner of the stick snips away the wood from either side of the notch to make a curved de-

(Continued on page 250)



Modern wampum. Tabulating card edge-punched by a Flexowriter with a tape code.

SPEED CAN BE EXPENSIVE!

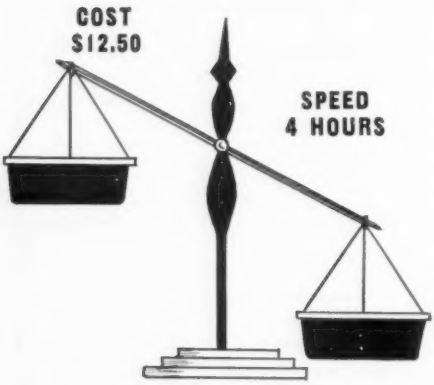
LESLIE H. MATTHIES

Supervisor of Engineering Systems and Procedures.
Northrop Aircraft, Inc., Hawthorne, Calif.

IS SPEED one of the characteristics of a good administrative system? Evidently many managers think so. And most of those same managers are dissatisfied with the speed of the average system.

This dissatisfaction with the normal system's speed may account, in part, for the tremendous interest in office automation. Here we certainly have the promise of speed far greater than that we get in the normal system. But automation, while it is certainly coming, is not yet here; not for most of us. Last October, one expert estimated that there were only about 150 computers, large or medium, actually in use, with less than 1000 on firm order.

Across the nation how many clerical systems are there now in use? Several million? Certainly most firms have a purchasing system, a receiving system, an accounts payable system, a payroll system, an inventory system—plus another dozen similar systems.



Costs are high in a "go-getter" system.

We can be sure that automation's speed, while coming, is not exactly here for most of us. So, in his desire for speed, to what does the average manager turn? You guessed it. Expediting.

Take the case of Leo Bailey. Leo Bailey is an expediter. He works in a midwest industrial plant, an organization of 3,200 people. The boss was real pleased with Bailey's performance. Time after time Leo walked an engineering change through the system in a few hours.

While Leo pushes his "hot" deals through in an average of four hours each, the regular routine—the system—takes about 40 hours. One-half day compared to one week. Four to 40! Leo looks good. Or does the system look bad?

If Leo's system is the *right* way to do the job, why not junk the regular system, hire a flock of Leos, and get everything through in four hours?

Before we buy that idea, let's slow down and think a minute. Let's use an analogy. Bailey goes through the organization like a rushing mountain stream—hand carrying his paper from one process point to another, waiting at each point, interrupting each worker, putting his change on top of the stack—and getting his job done *now*.

A go-getter? Leo is a real one! By contrast, the regular system can be compared to a deep, slowly flowing river. This river bears its cargo from process point to process point without rush and with a minimum of human effort and attention.

Leo, the expediter, gives four hours of his time to get each change through.

He interrupts a dozen people, consuming up to five minutes at each process point to handle his special deal. Leo's system costs five hours time for each change. On a money cost basis, his system costs $12.50 for each change. On the routine basis, each change only requires a total of 30 minutes processing time, plus about 10 minutes of handling and sorting—a total of 40 minutes. Average cost: $1.67. Leo's system costs $10.83 more per change than the routine system does! The boss no doubt will be well pleased with Leo's system—until he gets the bill!

For processing 1000 engineering changes, it costs the company $1,670 the systems way. For 1000 changes processed the Leo-way, it costs $12,500! Can the company afford to spend the extra $10,830?

Why not more planning? Why can't the planners allow a week for processing the change? Let's explore the logic of wholesale expediting. What would happen if we had an army of Leo's going through the organization? Leo, as an individual, goes up to the clerk's desk with his form and puts it on the top of her stack of work. This stack is the reasonable backlog of from four to eight hours work found in the regular system. Leo persuades her to process his form immediately.

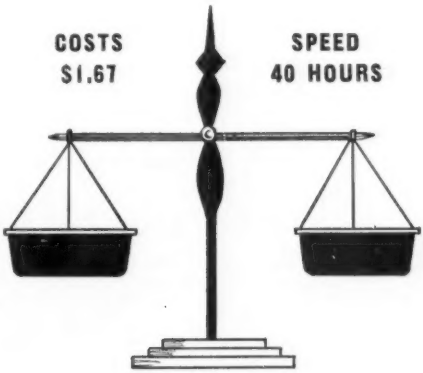
What happens if we have a flock of expediters doing what Leo is doing? Let us say that the girl has 100 forms on her desk. Each of the expediters then would have to go to the stack of work on her desk, pull out his form and get her to handle it first. Visualize all these fellows surrounding the girl's desk, each asking her to take care of *his* needs first. That's chaos!

Let us bring a little order out of this chaos. Let's get the expediters to line up in front of the desk. Now we have an "orderly method" of expediting at *this* process point. Visualize the lineup of a dozen Leos at the *next* process point, probably at some manager's office door waiting to get in to see him. Is all this profitable?

The go-getter expediter was famous for the tricks he used during World War II. Remember the fellow who was working to get vital parts for an airplane? His boss told him, "Go out and get the parts at any cost. I don't care where you get them."

Frequently the expediter came in with the part, and no questions were asked. But officials would find, later, that a completed plane, out on the flight line awaiting delivery, had been cannibalized of the vital part. The expediter had taken it off a finished plane, brought it back into the system, and placed it on a ship on the assembly line. It mattered not if the finished airplane could fly without this part or not. The expediter had done his work. He had gone around the system, and had gotten results.

A good system balances cost and speed. Excessive expediting indicates lack of planning. Executives sometimes believe a *fast* system is a good system. Not always so. A good system is the fastest way to process data on a *routine* basis. A good system is a sensible balance of speed, control, and cost.



Costs and speed should balance in a system.

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For More Information Circle No. 252

Right or Wrong IN EMPLOYEE RELATIONS

Is an Employee Entitled to a Merit Increase If She Does the Same Work as Higher Paid Employees?

A ROUNDUP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals involved have been changed for obvious reasons.

What Happened:

Wanda Mattie was making $69.80 a week. Helen Shea and Irene Bailey, two women who worked with her, were earning $74 a week. All three were working about the same number of years. Wanda demanded that she get a merit increase to bring her up to the two other girls.

"I have the same duties," she said to the arbitrator. "In fact, when one of us is on vacation we interchange jobs." The company's position was that merit raises were up to the company, and it had discretion as to who gets such boosts and who doesn't. The company further contended that while the girls did similar work, in its opinion Miss Shea and Miss Bailey were more efficient.

Was the Company: RIGHT☐ WRONG☐

WHAT ARBITRATOR I. ROBERT FEINBERG RULED: "A merit increase may generally be said to be an increase granted an employee because of improved quality and quantity of work. It does not represent a change of job duties but, on the contrary, represents improved efficiency on the part of the employee in continuous performance of the same duties. It has been said that merit rating is concerned not with what an employee does but HOW she does it. It is recognized that determination of an employee's merit can best be made by her supervisor who is closest to the employee in these matters. In arbitration cases of this sort, it is generally held that the intitial determination as to whether an employee is entitled to a merit increase shall be made by management and the conclusions of management with regard to merit increases should not be set aside unless the facts show that it has been unfair, or discriminatory or arbitrary, or that the decision has been based upon insufficient evidence. Since merit increases are not concerned with WHAT an employee does but HOW she does it, Miss Mattie's argument that she performs the same work as Miss Shea and Miss Bailey has no validity. The grievance is denied."

Can You Discharge an Employee Who Has Been Arrested and Charged with a Serious Crime?

What Happened:

John X was arrested one Monday morning and charged with a crime of a rather delicate nature. He was let out on bail and came to work the next day. The company fired him on the grounds that his alleged actions made him an undesirable employee. He protested his discharge on several grounds:

1. The company has no evidence that he was *guilty* of any crime.

2. The employees in the accounting department, where he was employed, made no objections to the management about his coming back to work after his arrest.

3. A man is innocent until proven guilty.

4. His alleged indiscretion had no connection with either his job or the company.

Management disagreed. It maintained that:

1. The company sells to consumers and must protect its reputation. Therefore it cannot employ persons who get into trouble with the law.

2. Even though the newspapers did not mention the company when the employee's arrest took place, word-of-mouth grapevine would undoubtedly reveal where he worked. The company could not afford such bad publicity.

Was the Company: RIGHT☐ WRONG☐

WHAT ARBITRATOR PETER KELLIHER RULED: "The company's principal reason for discharging the employee was that his actions made him an undesirable employee. It is a fundamental principle of law that an employee is presumed to be innocent until he is found guilty. This employee has merely been charged with the crime but has not yet been tried. His future status is in doubt. It is clear that if he is found guilty and receives a prison sentence, then he would not be able to report for work. Under these circumstances ONLY would an employer have a right to fire the employee. These circumstances, however, should not cause the employee to lose any pay between the time he was discharged and the period when he might be found guilty. If he is found not guilty, then, in addition to being compensated for all loss of earnings during said period, he shall be reinstated with full seniority. I rule that the employee should be reinstated with back pay until his trial determines his future status."

ACCOUNTANT STEERS COURSE TO COMPANY-PAID VACATION!

Barbara Wynne, keeper-of-the-books for a medium-sized eastern supply firm, was granted a 3-week all-expense vacation by her boss for recommending use of SAFEGUARD CORPORATION'S new, revolutionary Business Record System. This exclusive posting procedure—which provides 3 records with 1 entry, automatically, cut accounting costs at Barbara's company *two-thirds* and greatly increased efficiency. For use in small and medium-sized offices, it is heralded as the simplest, most accurate, most economical system ever devised. Check or cash payrolls and general disbursements can be handled by anyone, without training. Matter of fact, the firm's receptionist is handling the books while Barbara enjoys her well-earned vacation. Featuring a unique, "fold-over" accounting board, always loaded, the system boasts pre-shingled assemblies (in sets of 25) an exclusive advantage which assures a 25-to-1 ratio in time saved. Ready for instant use, it assures complete working privacy and always remains in perfect alignment. It's impossible to write on the wrong line! Loaded board may be carried in brief case or kept in desk drawer. Choice of standard or imprinted forms. Double-window envelopes included, to eliminate extra writing—extra imprint costs. Learn more about this "best ever" system—developed through years of leadership in systems design. Write for further information: SAFEGUARD CORPORATION, Business Record Division, Dept. O, Lansdale, Pa. (Phone: Lansdale 5-5814). Visit Safeguard Corporation's Display in BOOTH NO. 524 at the NOMA Exposition (Phila., May 20-24). This will be the best NOMA show ever!

For More Information Circle No. 187

What Is a Reasonable Management Policy On Employees Whose Pay Is Garnisheed?

What Happened:

The management had a real problem on its hands. In a single year 15 employees had their pay attached by creditors. To cut down on expense and nuisance of handling these claims, the company decided to post a new rule: Any employee who had three garnishees would be fired. In conjunction with this, the management set up a program of warnings. Each employee who got his pay attached was specifically reminded of the rule. When the new rule was posted, Frank Darden already had two garnishments against him. He was told to be careful about his future debts because the company would not countenance another attachment. A few weeks later, the payroll department received a collection notice from one of Darden's creditors. He was fired. He complained:

1. The new rule should not be made retroactive and this, in effect, is his "first" offense.

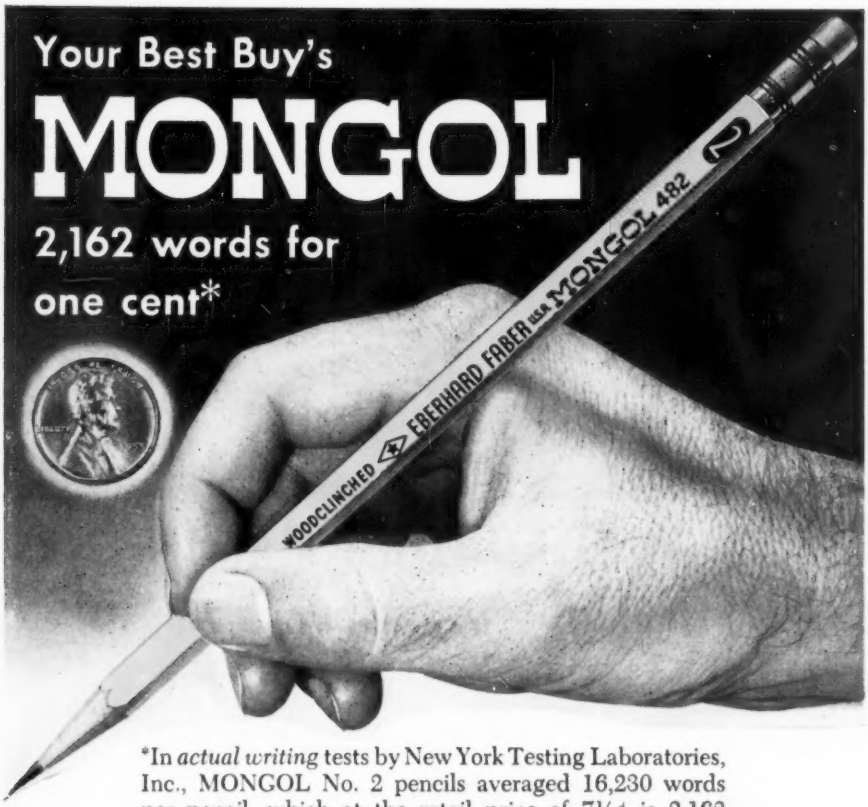
2. The rule is unreasonably harsh and a cause of serious hardship for employees.

The company said that garnishment was never a condonable offense, and even one garnishment is enough to justify severe disciplinary action. Besides, the employee was specifically warned to stay out of debts he couldn't meet.

Was the Company: RIGHT☐ WRONG☐

WHAT ARBITRATOR DAVID L. COLE RULED: "It is my opinion that this three-garnishment-out rule is a reasonable rule justified by the facts. Because of the careful and repeated warnings given to employees before they are subjected to discharge for this reason, I can see nothing unreasonable on the part of the company, or anything inconsistent in this rule. The application of the rule to Darden was definitely neither hasty, harsh nor discriminatory. He in particular cannot complain of lack of full notice and warning that the rule would be invoked against him if he permitted the debt in question to go to the point of garnishment. The award, therefore, is that this grievance be denied."

Office employees are among the best credit risks, according to a survey by National Assn. of Personal Finance Companies in cooperation with the Department of Business Administration at the University of Illinois. Score for office employees was 92.2%, using 100% as a perfect record.



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For More Information Circle No. 149

It's Not Healthy To Be an Executive

SIDNEY FELDMAN

TENSION, pace and worry eventually can help kill the executives who are the brains behind millions of workers' jobs. Business pressures keep beating down upon key officials who depreciate, but are not as easily replaceable as the desks they use. Equipment can be restored quickly, easily and cheaply—and cash reserves are set aside for capital goods depreciation. But, until recent years, far less was done to prolong the lives of executives.

In effect, the very responsibilities and abilities which make these business managers important also tend to be their ultimate downfall and death. The average life span of business executives is six years less than that of non-executives. Richard B. Cooper, medical relations director for American Mutual Liability Insurance Co., says that executives generally develop distorted senses of loyalty and responsibility to their work, yet paradoxically neglect their own health.

In addition to the parade of goods and services which result from the cautious and yet, at times, speculative judgments of these managers behind the pushbuttons of industry, there is a less inspiring list of by-products. These include executives' cases of heart disease, neuroses, hypertension, asthma, and that princely barometer of the abused executive — the gastric ulcer. Both the *Journal of the American Medical Association* and *The Lancet* (main British medical publication) agree with Dr. Hans Selye of Montreal, Canada, who theorizes that *all diseases result from chemical imbalance in the body—brought on by stress.*

At present an average executive has about 10% less life expectancy than his employees who, according to industrial policyholders of Metropolitan Life Insurance Co., have a life span of about 69.9 years. While employees are subjected to less stress because of better working conditions during fewer hours,

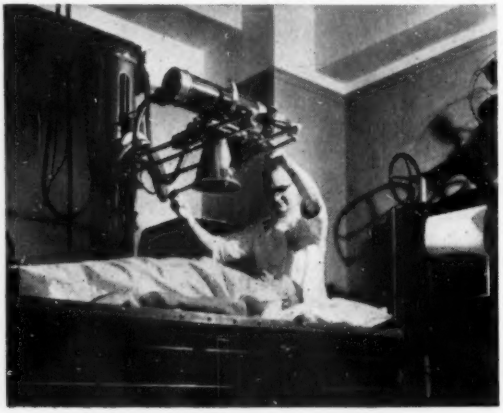
Receptionist at Life Extension Examiners welcomes an executive and records his name, company name and address.

working habits of their bosses or top supervisors have been far less mollified and modified. Executives tend to keep on overreaching, overworking, overliving themselves. They work too hard and too long. Then, to relax, they play too hard; eat and drink too much.

To further underline the executive paradox, nothing fails like success. Many executives are suffering less under the strain of work than under the yoke of tension. Medical men long have felt that people are killed by worry, not by work. Not all this worry, which ultimately affects the body in the psychosomatic cycle, is brought on by failures, but by successes such as promotion and preparation for eventual retirement.

Methods and means of keeping executives alive longer and happier are many and varied. Two approaches seem to predominate. The first concerns the actual work that executives perform; how they handle their tasks, their subordinates and themselves, and what ways executives are utilizing to relax and lessen their workaday burdens. Secondly, no matter how an executive guides his work, his workers and himself, he either may inherently tend to get ill or

A comprehensive health examination, especially designed for executives, may be had throughout the U.S. and Canada. Free literature is available from Life Extension Examiners, 11 East 44th St., New York 17.



Figures That Are Food for Thought

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For More Information Circle No. 340

After the clinical evidence is recorded by Life Extension Examiners, the findings are explained to the executive and recommendations made.

diseased, or he may break down his strength and natural resistance to ills and ailments by working hard and worrying harder. Summed up, executives should: (1) Take it easy before, during and after work, and (2) Take care. In practically all cases the regular medical and physical checkup is advised to chart, anticipate and prevent health pitfalls before executives become ill or diseased.

In his remarks before a management group, Mr. Cooper who was quoted here earlier, observed that "as a manager the executive also fails to organize his work and the work of his subordinates to relieve the effects of tensions under which modern business operates." This malady was defined as "executive occupational disease." It is, he further remarked, the delusion of job indispensability combined with the inability to practice moderation in work habits and after-work habits as well.

Similar advice on longevity comes from Ralph J. Cordiner speaking as General Electric's president. He advises executives to delegate more work, responsibility and authority to qualified subordinates. Rather than being the "lazy man's way," he suggests this method is more efficient because modern large firms are too complex for top men to be too effective when they go beyond making high policy decisions.

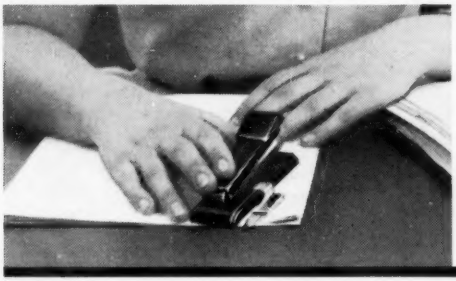
Executives, who mainly live by using their heads, do a large amount of sitting. Incidental as it may seem, faulty seating of executives at their desks and in conference rooms can be doubly detrimental. Slouched seating prevents proper intake of air into lungs and retards blood circulation which make businessmen tired. Such improper posture gradually impairs good health by depressing chest and rib cage, pushing out the abdomen and bunching up the vital organs. Proper seating, in anatomically conforming chairs fully adjustable to individual needs, tends to lessen fatigue and add to executives' efficiency, appearance, comfort and health.

Spiritual as well as physical means are helping to lessen the strain and ease the anxieties besetting many executives. Business pressures are reduced, and sometimes kept from crushing an official's control of himself and his work, through prayer and devotions during the business day. This subject was discussed in *On-the-Job Religion,* THE OFFICE, March, 1954, which told how gnawing worry and tension were being overcome by religious services being held in offices and factories.

Managements of companies of all sizes have, particularly since World War II, sought to balance the mental strain against the physical drain on their executives. Growing out of this awareness has come a greater appreciation and practice of company health programs for executives. Perhaps management has been stimulated to this realization because of the effects of wartime mobilization and peacetime reorientation on their executives. More likely, management—which is made up of the executives who manage business—realized this parallel in nature: a tree dies from the top down—and so does a business.

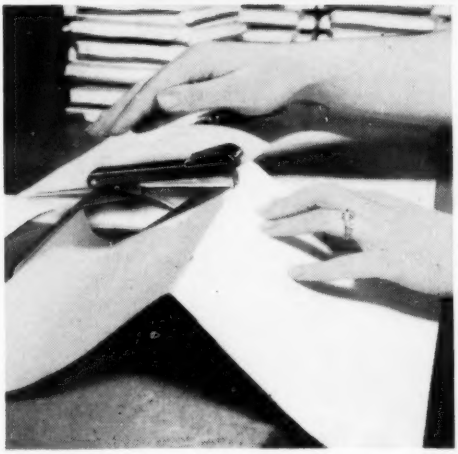
Some business organizations wisely put the stethoscope to their employees' chests—before hiring them and at regu-

Put *SPEED* in their hands



...WITH THE BOSTITCH B8R

It's the rugged, compact office stapler that can whisk out staples as quickly and neatly as it puts them in. Attached staple removing blade is a Bostitch exclusive. With base removed, the B8R is also a handy stapling plier and bulletin board tacker. Speeds scores of office fastening jobs.



...WITH THE BOSTITCH B8S

Here's the low-cost saddle stapler that makes quick work of binding folders, bulletins, reports. Amazing capacity for its size, the B8S binds up to 120 pages (30 sheets), handles page widths up to 12". Both B8R and B8S use genuine Bostitch SB8 and STCR 2115 ¼" staples.

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Fasten it better and faster with

BOSTITCH®
STAPLERS AND STAPLES

For More Information Circle No. 130

A New Calculator Brings **AUTOMATION** Out of Blue Sky, Onto the Desk

The future is *now*. The Automation desk figuring machine is *here*. Clip hours from each day's figure work—slash dollars from overhead.

We refer to the new Monro-Matic calculator. Totally automatic, this compact single-keyboard machine actually controls itself, once you touch a key. Automation gives split-second answers to simple or complex computing problems.

Today's operators who know prefer Monroe. Vigilant executives regard Monro-Matic as a *preferred investment,* assurance against obsolescence for years to come. Monroe Calculating Machine Co., Inc. Home office: Orange, New Jersey. Branches across the nation.

Functional-Color Controls. Green control keys to multiply, red to divide. Only one of the speed exclusives that Monroe's sweeping new principle brings to figure work.

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For More Information Circle No. 120

lar intervals thereafter. Sun Chemical Corp., with headquarters in Long Island City, N. Y., and plants throughout the country, has all workers physically examined before hiring them. The company further stipulates that "annual medical checkups are a regular procedure, to provide the employees a check on their physical condition in the interest of effective health protection." Executives and their subordinates have their health records charted through the years.

A typical program of periodic physical examination for executive brains and bodies is represented by the Mutual Benefit Life Insurance Co. which provides for a complete physical examination for executives *on a voluntary basis.* Findings are completely confidential with each executive. The company relies upon him to take whatever steps are necessary.

During a panel discussion on executive health sponsored by the Industrial Hygiene Foundation, Dr. Howard R. Hartman of the Mayo Clinic said that "the leader in industry usually is older than 45. The internists' responsibility with these patients is not only to cure, if we can, what disease the patient has, but to look for changes that have not yet presented symptoms and to reverse this change before symptoms demand consideration." Here is the philosophy of a preventive medicine program for industry's executives.

At the same panel which included Dr. Hartman, Dr. Henry W. Brosin, medical director of Western Psychiatric Institute, noted that "as management develops the skills to do its job with less wear and tear, the health of its individual members will improve markedly." Currently there are several organizations devoted to checking the health of business executives.

Life Extension Examiners, for example, has been a non-profit organization dedicated to saving lives for the past 42 years. More managements, however, are making greater use of similar

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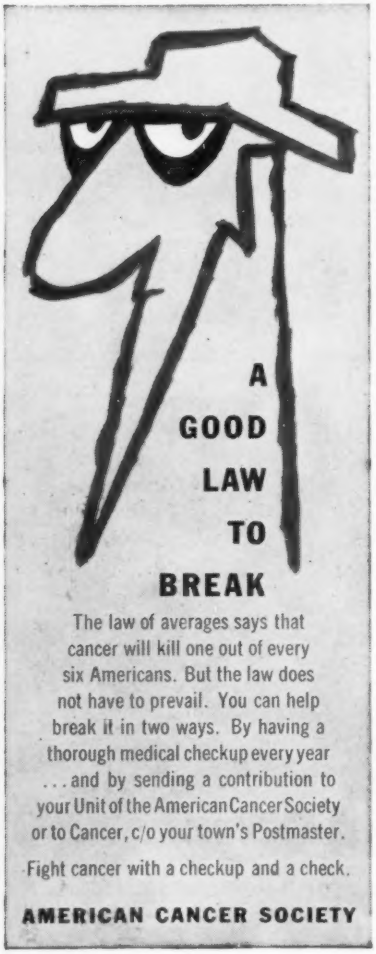
For More Information Circle No. 240

medical facilities. A greater number of companies is extending physical examinations to sales executives, top office managers, and heads of smaller divisions.

In part, this greater emphasis can be attributed to the problems of complex finance, commerce and industry in a world of atomic energy, electronic utility, automation and television, among other developments. Life Extension Examiners, which had 26 companies signed up for executive health programs in 1946, now serves over 300 firms in its branch clinics throughout the nation.



The thoroughness of each examination varies in time—from one to several days—and in cost from $35 to $150 for each executive. Practically all examinations are voluntary. In many instances the company pays the bill. Findings are reported to the executive examined and sometimes to his personal physician. Conflict often has surrounded such examinations which some officials have felt to be company meddling into their private lives. Accordingly, executives are informed of any physical defects which they then can have remedied by their personal physicians at their own expense. Forewarned can be forearmed.

There are other medical plans and organizations devoted to thumping executives' chests and taking their pulses. Mayo, Leahy, Cleveland Clinics are among the well known, as are the Benjamin Franklin Clinic of Philadelphia and the Vincent Astor Diagnostic Service at New York Hospital. These clinics thrive because they are equipped and their personnel are experienced in doing their jobs, whereas company medical departments invariably are not. Moreover, some executives resent being thoroughly examined by company doctors who are also on company payrolls (despite the Hippocratic oath). Executives also can go to hospitals, but usually they dislike going to hospitals particularly when they are loaded with work, yet insist they are feeling fit as a fiddle.

To keep some of these fiddle-fit executives from resenting the suggestion of an examination, a sugar coated approach was evolved. Instead of speaking about doctors and kidneys, some companies are talking to their executives about a quickie vacation and golf. The medical examination casually is fitted in when an executive goes off for a checkup in the special clinic which happens to be in one wing of the Greenbrier Hotel at White Sulphur Springs, W. Va. After about three mornings for tests and diagnoses, with three after-

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For More Information Circle No. 330

noons and evenings for recreation (at times executives take along their wives), the executives will have had electrocardiograms of heartbeats, x-rays, basal metabolism, tests of blood, vital organs, allergies, and other vital inquiries.

While many companies favor annual physical checkups, a relative scale is suggested by Dr. George M. Saunders, Socony-Vacuum Oil Co. medical director. He feels executives less than 40 years old should be medically examined every two years, those between 40 and 60 every year, and the rest every six mouths. (Typewrites in offices are often checked monthly.)

Among the physical shortcomings most often found in executives examined at the Greenbrier were obesity (as well as underweight) — cardiovascular disorders (heart)—anemia. Life Extension Underwriters, serving U. S. Rubber Co., determined and helped reduce the percentage of executives' ailments in cases having abnormal electrocardiograms, over-and-under weight, heart and lung abnormalities, uncorrected vision, and abnormalities in urinalysis, high blood pressure and prostatic conditions.

Although the results are measurable and profitable in the saving of invaluable lives, abilities and experience; one executive commented that his company was involved in a "blind" operation which he assumed would prove to be good business. Dr. Saunders, of Socony Vacuum, believes medical findings are valuable if they do little else than inform the ailing of their ailments—particularly the many blissful executives who are unaware of their ailments.

Perhaps the answer lies in a report by the University of Michigan Medical School which studied 500 seemingly healthy executives and found 41% had abnormalities of which they were ignorant. Results revealed 27 cases of high blood pressure, 16 peptic ulcers, 12 of gallstones, and eight organic heart conditions.

Although doctors can detect and point out these ailments and diseases, the ex-

"Instead of just sitting there wasting time, Baxter, why don't you get yourself some sort of hobby?"

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For More Information Circle No. 119

FINDINGS	REPRESENTATIVE COMPANIES							
	A		B		C		D	
	No.	%	No.	%	No.	%	No.	%
Symptoms	303	43.1	384	39.0	138	62.7	107	52.9
Weight: Over 10%	52	7.4	97	10.0	12	5.5	67	33.2
Under 10%	2	0.3	14	1.4	6	2.7	10	4.9
Uncorrected Vision	59	8.4	43	4.4	20	9.1	27	13.4
Defective Hearing	61	8.7	18	1.8	10	4.6	11	5.4
Blood Pressure:								
Mod. High	55	7.8	53	5.4	31	14.1	31	15.3
High	10	1.4	2	0.2	6	2.7	7	3.5
Organic Heart	17	2.4	10	1.0	10	4.6	3	1.5
Abnormal Findings:								
Rectal	49	7.0	51	5.2	16	7.3	38	18.8
Hernia	42	6.0	24	2.4	7	3.2	10	4.9
Prostate	15	2.1	7	0.7	11	5.0	19	9.4
Varacosities	21	3.0	16	1.6	6	2.7	13	6.4
Abnormal Blood Count	29	4.1	69	7.0	15	6.8	2	0.9
Abnormal Kline	0	0.0	0	0.0	0	0.0	0	0.0
Abnormal Urinalysis	15	2.1	15	1.5	7	3.2	2	0.9
Abnormalities-X-ray:								
Lung	11	1.6	8	0.8	1	0.5	3	1.5
Heart	17	2.4	8	0.8	1	0.5	1	0.5
Abnormal EKG	59	8.4	55	5.6	14	6.4	39	19.3
Other Findings	105	14.9	94	9.6	34	15.5	62	30.6
Number Examined	703		984		220		202	
Average Age		47.6		36.6		42.8		50.7

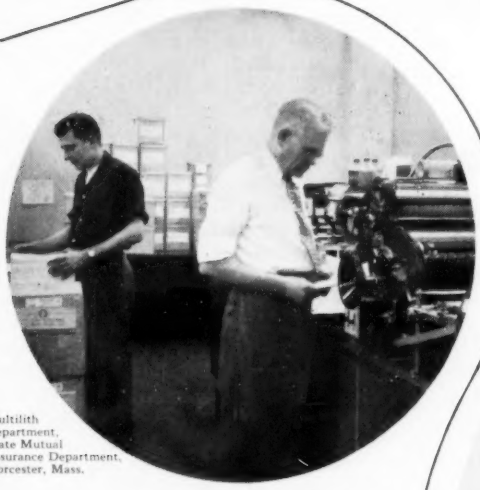
A comparative study of the findings from health examinations of executives in four companies, taken from the case files of Life Extension Examiners.

ecutives themselves can help keep from becoming their own enemies. Among the remedies suggested is following a hobby which is proffered often as one of the best forms of health insurance for executives. Relaxation, whether by simply doing nothing or by engaging in a hobby, is one of the best ways to relieve tension after business hours. Executives have become involved in hobbies ranging from teaching Sunday School and light athletic activity, all the way to lying completely still—and doing absolutely nothing: that is, from big-shot to yogi.

A survey of several thousand sales executives, one of whom said he relaxed with hobbies "to keep me from going nuts," showed the following popularity: 1. Golf; 2. Gardening; 3. Fishing; 4. Reading; 5. Photography; 6. Woodworking. Hobbying long has been encouraged by certain companies for their executives and subordinates. For many years Edmund T. Price, president of Solar which manufactures airplane parts in San Diego, has lost himself for hours in clock repairing, painting, photography and stamp collecting. To stimulate the company's executives and other employees, he has sponsored a company craftsmanship contest for the past 20 years.

There is a variety of other means which companies use to help lengthen the lifespan of executives. Some firms provide a country club open to all em-

(Continued on page 253)



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For More Information Circle No. 156

Collator Pays For Itself On First Job

JAMES E. WILLIAMS
Office Manager, J. T. Baker Chemical Co., Phillipsburg, N. J.

WE HAVE had the opportunity to discover a lot about hidden office costs, how a moderate investment could cut a giant workload down to size, and pay for itself in the bargain. The same equipment also streamlined a burdensome aspect of normal office routine and, incidentally, threw a revealing light on human relations.

In the past, our company has employed hand-gathering to assemble our ordinary run of literature into sets. Because of the sporadic nature of such jobs, the waste of labor and effort in hand assembly was not realized. A short time ago, we tackled the task of preparing all phases of Baker Chemical's 300-page offset, priced catalog, right in our own plant. Some 2,500 copies were set up, run off, collated, bound and mailed—all in a couple of weeks.

We did fairly well on everything but the collating. That, we saw clearly for the first time, could run to a staggering item in itself. As soon as the first batches of pages were ready, we put 20 girls to work hand collating and checking. It wasn't long before the workload—and the overtime—began to pile up. Soon there were 30 girls working here, there and everywhere, throughout our offices. Beyond being all too costly in itself, the hand collating operation was interfering with normal office activity.

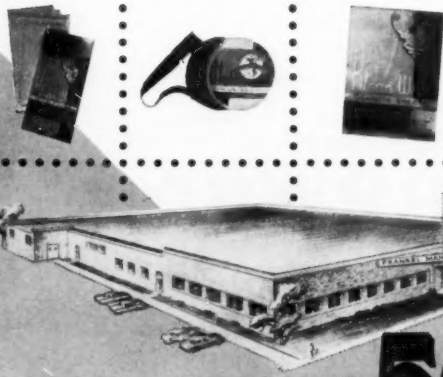
We decided to check on mechanical collating. We called the Thomas Collator people in New York, talked the problem over briefly by phone, and found that our local dealer was in a position to give us immediate service and delivery. When the Model 16L (16-bin) unit arrived at Phillipsburg, we received word that the new catalog would have to be extensively revised, *imme-*

The offset duplicating department of J. T. Baker Chemical Co., showing a Model 1250 Multilith duplicator and a 20-sheet Tandem Model Thomas Collator.

50 Years of Leadership

"On this, our Golden Anniversary Year, the FRANKEL MANUFACTURING COMPANY is proud of its reputation of leadership and quality. As we start our second fifty years—we pledge our organization to continue our constant research toward ever improved products."

H. G. FRANKEL



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Buffalo	Indianapolis	Oklahoma City	St. Paul	Tampa
Chicago	Jersey City	Omaha	Salt Lake City	Toledo
Cincinnati	Los Angeles	Patterson	San Diego	Waterbury
Cleveland	Milwaukee	Philadelphia	San Francisco	London, England
Columbus	Minneapolis	Phoenix	San Jose	Paris, France
Denver	Newark	Pittsburgh	Seattle	Havana, Cuba
Des Moines	New Haven	Portland	Sherman Oaks	Johannesburg, S.A.

For More Information Circle No. 161

diately. There had been some major, unforeseeable changes in the chemical industry's price structure. New sheets for the emergency project of a 65% revision (about 200 pages) of the price catalog were already running.

That was when we were given a valuable lesson in human relations. We had a job to do—in an even bigger hurry than before—and now we had a machine to handle the collating bottleneck. A demonstrator was on the way to familiarize our operating personnel with the new collator. But we were really in a hurry. Any hours, or even minutes, that could be saved in getting the job done were vitally important.

Therefore we decided to set the machine up ourselves. Meanwhile, the girls had learned about this new machine which would cut down their tiresome hand collating, and were curious about its operation. Several of them looked over the instruction pamphlets which came with the machine, recognized the simplicity of its operating technique, and volunteered to tackle the work immediately — picking up speed as they proceeded. This demonstrated a willingness to pitch in and share responsibility that spoke volumes for the team spirit in that office.

Instead of 20 or 30 girls doing hand collating, we accomplished the entire catalog revision assembly with the one collator and three girls. And instead of hundreds of hours of overtime, they consistently kept up with the run-off of pages in regular working hours. The whole revision job was soon done, at what we estimated as 35% saving! Treasurer-controller Leslie W. Garner summed up the situation this way:

The collator paid for itself in full on this one job. It kept us—the whole office that is—out of a very confused state in breaking the bottleneck on a tough chore. By affording consistency in processing all steps of the rush job, it give us better control all along the line. We had a new yardstick to measure our duplicator and printing programs.

Further, the experience of going into

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TIME and LABOR
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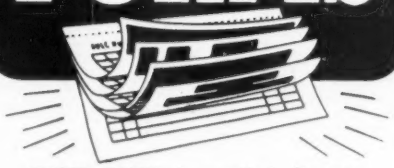

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More work per typist

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Two daffodils weigh about two ounces. They dramatize this fact: It takes less weight than this to depress one key of the new Royal Electric. It takes only 3 ounces to depress the carriage return key.

It all adds up to this interesting fact: It is thirteen times easier to do these jobs on the new Royal Electric than on a non-electric typewriter. This means more work per typist . . . more work she'll like doing, too. *And better-looking work.*

You and your Royal Representative can talk over typists' salaries . . . days worked per year . . . hours typed per day . . . and production rates—and from these figures determine the expected savings from installing new Royal Electrics.

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Royal Typewriter Company, *Division of Royal McBee Corporation*

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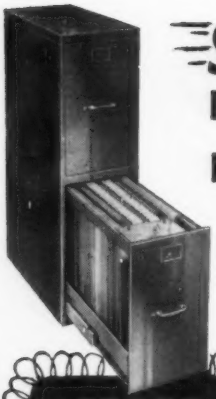

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For More Information Circle No. 133

actual operation with the mechanical collating unit, after a brief reading of the instruction booklets, demonstrated to us that any girl could quickly develop the necessary sense of rhythm and dexterity. It was the rare exception who couldn't be an "expert operator" by the end of her first day at the machine. While many of the girls objected to the tedium and foot weariness of manual collating, they enjoyed running the collator.

Because much of our offset printing of catalog pages, product data bulletins, memo forms and material for our advertising and sales promotion departments runs to dozens and, sometimes, hundreds of pages, our initial satisfactory experience with mechanical collating led us to decide on a Thomas Tandem Collator 32-bin unit and to set up special staffing and procedures.

Although most offices may assign one operator to a collator, we have found certain jobs can be speeded up by using two operators—one to run the Tandem Collator and the other to load the bins, remove the collated batches and refill the bins. On multi-page jobs we have developed a couple of other time-saving techniques. Where projects can be handled in multiples of 16, 32 or 64 pages, we use extra sets of trays so that filled units are always ready for the collator operator. Where batches of pages will run into high numbers, we simplify the assembly job by grouping batches with colored sheet dividers.

Because a collator brings the "hidden cost" of paper assembly out in the open, it permits us to make more effective use of our own office duplicating equipment. Now we can accurately evaluate the time and cost of the collating part of a job and be confident that our office staff can handle it easily. No longer is there fear of error inherent in manual methods (a dropped page in a price catalog can cause untold trouble). In addition, there is no time lost in checking, since the need for check-back is eliminated when all the pages are positioned right before the operator's eye.

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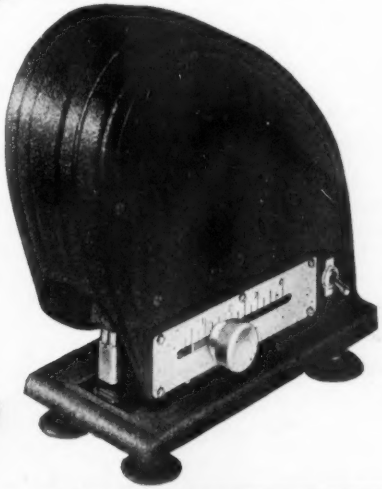
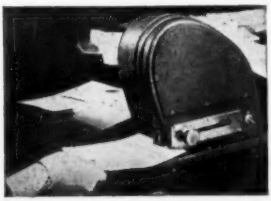
TRADE MARK





Fast . . . One person does the work of ten with STAPLEX . . . Portable . . . Plugs in anywhere!

Completely automatic . . . Both hands free to gather and feed work. Stapling position always visible. No exposed moving parts . . . safe . . . foolproof!

- Here is the modern, time and money saving way to staple. You merely insert the work and in a split second STAPLEX does all your stapling . . . efficiently . . . perfectly!
- Time-tested, there are thousands of STAPLEX machines in profitable use in all kinds of business and industry throughout the world. Pays for itself in no time.
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A free demonstration of the STAPLEX doing your work . . . saving your money will convince you!

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775 Fifth Avenue, Brooklyn 32, N. Y.
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COMPANY .....
ADDRESS .....
..... 5-56

For More Information Circle No. 155

Overtime Wages

(Continued from page 100)

closely related to the exempt functions and are not exempt.

As office executives, administrative and supervisory workers become available to your company, a foundation is laid for keeping certain time and pay records which every employer must do under the Federal wage-hour law. But no particular form or order is required. Based on past experience, the wage-hour records listed below should be kept for inspectional purposes. An investigator's first contact with an employer is through an audit of the records, and inaccurate or incomplete records could prove costly.

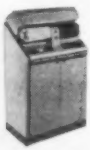
Below is a simplified breakdown of the identifying information that should be recorded:

Employee's full name.
Home address.
Date of birth if under 19.
Occupation for which employed
Time of day and day of week when workweek begins.
Hours worked each day.
Total hours worked each workweek.
Basis on which wages are paid ($1 an hour, $55 a week, etc.)
Regular hourly rate of pay for any week when overtime is worked.
Amount and nature of each payment excluded from regular rate.
Total daily or weekly straight-time earnings.
Total overtime earnings for the workweek.
All additions to and deductions from wages for each pay period.
Total wages paid each pay period.
Date of payment and of the pay period covered by payment.

If at first glance this list seems like a lot of record keeping, remember that, while most of this data is required by the wage-hour law, in the interest of sound office business practice it should be kept for obvious reasons.

Most office workers are on a fixed working schedule. In such a case, the employer should keep a record showing the exact schedule of daily and weekly work hours that the employee is expected to follow.

Your office should keep all records

this  electronic copying machine

automatically makes { mimeograph stencils / offset plates / single positive copies

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FAST! EASY!

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Please send **Stenafax** brochure to

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For More Information Circle No. 259

YOU'LL STOP TAB FORM TROUBLES . . .

when you buy from Hano's complete line

Hano's new special Litho Tab presses and collating equipment are now producing the quality forms necessary for today's high-speed form writing. See samples of *better tab forms.* Compare . . . consult the Hano representative or Hano dealer in your city, or write direct.

PHILIP Hano COMPANY INC.

LITHOGRAPHY MEANS ACCURACY. Only modern lithography gives critical spacing and controlled registration necessary for today's Tab forms. Lithography, plus the latest phototypesetting methods, offers the ultimate in unrestricted form design.

CONTROLLED MANUFACTURING prevents interruption in form use. Hano papers eliminate the bugaboo of form usage . . . shrinkage and stretch. Specially formulated carbon papers insure maximum legibility and minimum smear. Users are assured of fast, uninterrupted feeding. Hano's clean punching and smooth perforations, eliminate still another tab form user's headache.

PACKAGED FOR YOUR CONVENIENCE. Tab forms must reach you in "mint" condition. Hano packaging eliminates those broken corners and scuffed forms that slow down your forms-writing operation.

CUSTOM PRINTING OR STOCK FORMS. Whether you use a Custom form or one of the 29 Stock tab forms, you can be sure the Hano form will write faster, work easier, and look better . . . Hano litho quality is the answer to your tab form problem.

Main Office
and Factory,
Holyoke, Mass.
Branch Plant,
Mt. Olive, Ill.
Manifold Printers
Since 1888

For More Information Circle No. 182

Overtime Wages

(Continued from page 100)

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Your office should keep all records

this electronic copying machine

automatically makes { mimeograph stencils / offset plates / single positive copies

Stenafax

NO DEVELOPING
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Copies
OFFICE FORMS
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FAST! EASY!

TIMES FACSIMILE CORPORATION
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Hotel Biltmore Arcade, 43rd St. and
Madison Avenue, New York 17, New York
Please send **Stenafax** brochure to

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Address_____
City & State_____

For More Information Circle No. 259

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when you buy from Hano's complete line

Hano's new special Litho Tab presses and collating equipment are now producing the quality forms necessary for today's high-speed form writing. See samples of *better tab forms*. Compare . . . consult the Hano representative or Hano dealer in your city, or write direct.

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Holyoke, Mass.
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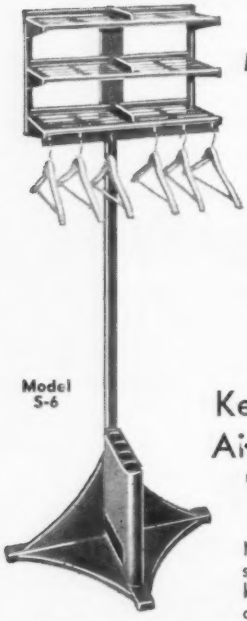
Manifold Printers
Since 1888

For More Information Circle No. 182

The OFFICE VALET



End the Wraps Problem!

Model S-6

Keeps Wraps Aired, Dry and "in press"

Now private or small offices can keep wraps in a convenient and orderly manner . . . with each coat on a hanger held apart from all others; each hat on its ventilated hat space; umbrellas in a built-in stand and overshoes off the floor. With an Office Valet there is no "piling on", no crushing, no danger of tipping over. It will accommodate 6 people efficiently, graciously, on less than 2 sq. ft. of floor space.

Sturdily built of welded furniture steel finished in modern baked enamel and smart in line, it is an efficient answer to the wraps problem in offices, stores, restaurants, homes—wherever people gather.

Other units of any length or capacity.
Write for Bulletin OV-10

For More Information Circle No. 277

containing the above required information for three years. Keep all records on which wage and hour computations are based for two years. For example, time cards, wage-rate tables, work-time schedules, and records of additions to and deductions from wages, as well as order, shipping and billing records.

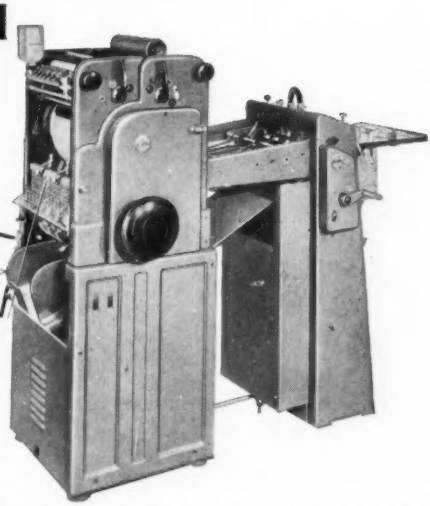
Obviously, all such wage-hour records must be open for official inspection when requested, in order that the investigator may determine your compliance status. In addition, an employer may be requested to make extensions, recomputations or transcriptions. You should provide facilities for viewing microfilmed records.

The expanded coverage of the Federal wage-hour law is strikingly pointed out by the fact that an employer engaged in interstate commerce or in the production of goods for interstate commerce, might subject himself to litigation, criminal action or wage suits brought about by an executive, administrative worker or other supervisory personnel not found officially exempt, and where double damages are a probability for alleged back wages found due by an inspector.

As a former Federal wage-hour inspector, the writer wishes to state that tips or complaints arise from many sources: competitors, labor unions, employees and ex-employees. Aside from this, however, is the fact that a re-inspection may occur anytime. Overtime is costly enough without making it more so by mis-classification of office workers.

The above pointers are an important sampling of the many things to consider when qualifying office executives, administrative workers, and other supervisory personnel for the exemption status, as well as the necessity of keeping up-to-date records to substantiate your claims. A complete exposition of the amended Fair Labor Standards Act was published in THE OFFICE in June, 1950, the year in which the regulations went into effect.

Streamlined De Luxe DAVIDSON DUAL-LITH MODEL 251



Prints 2 sides at once!

DIRECT LITHOGRAPHY
OFFSET LITHOGRAPHY

DAVIDSON DUAL-LITH will do more for you

Handsomely streamlined in Davidson grey, Model 251 has many "extras," including micrometer plate adjustment which makes exact image positioning simple. Throughout, it reflects the craftsmanship and sturdiness of DAVIDSON DUAL-LITH, assuring years of trouble-free operation and low maintenance. In appearance and versatility, it fits ideally into office offset applications. Because the Davidson 2-cylinder principle makes segments quickly interchangeable, you can Davengrave distinctive stationery or get truer color and easier, longer runs with dry offset as well as the finest quality conventional offset reproductions, in line, halftone or color. And it's quiet in operation! • Model 251 produces up to 6,000 impressions per hour on sheets from 3" x 5" to 10" x 14". Prints on any stock from light manifold to cardboard and envelopes. Automatic suction pile feeder holds 21" stack of 5,000 sheets of 20-lb. or equivalent stock. And you can also print two sides at once, letterpress, imprint, number and perforate *on the same machine.*

DAVIDSON CORPORATION
A Subsidiary of Mergenthaler Linotype Company
29 RYERSON STREET, BROOKLYN 5, NEW YORK
Distributors in all principal cities

Davidson presensitized plates are tailored to your needs for quality results

0-5
DAVIDSON CORPORATION
29 Ryerson Street, Brooklyn 5, New York
☐ Send literature on DAVIDSON DUAL-LITH Model 251.
☐ Arrange a demonstration in my locality.
☐ Send literature on Davidson Presensitized Plates.
Name.....
Firm.....
Address.....
City..... Zone..... State.....

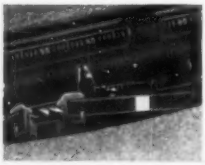
Text set in Linotype • Headings in ProType

For More Information Circle No. 104

Only ROCHESTER
CARBON-RIBBONS
offer ALL these features:

PLASTIC LEADER
for
• Clean Hands
• Easier, Quicker Ribbon Changes

"4-2-5" WARNING SIGNAL that shows end of ribbon is near



3 WEIGHTS
4 FINISHES
6 COLORS

EXTRA SHARP "WRITE" Ribbons for ALL machines

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Write for a free copy of
"The Story of Carbon Ribbons"

It contains helpful information on carbon ribbons — what they are, how to buy them, and how to use them. It also describes carbon ribbon attachments for typewriters, and shows all the known typewriters which can use carbon ribbons. For a free copy of this useful reference material, write to

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RIBBON & CARBON CO., INC.
21 Greenleaf St., Rochester 9, N.Y.

SPECIALISTS IN CARBON RIBBONS

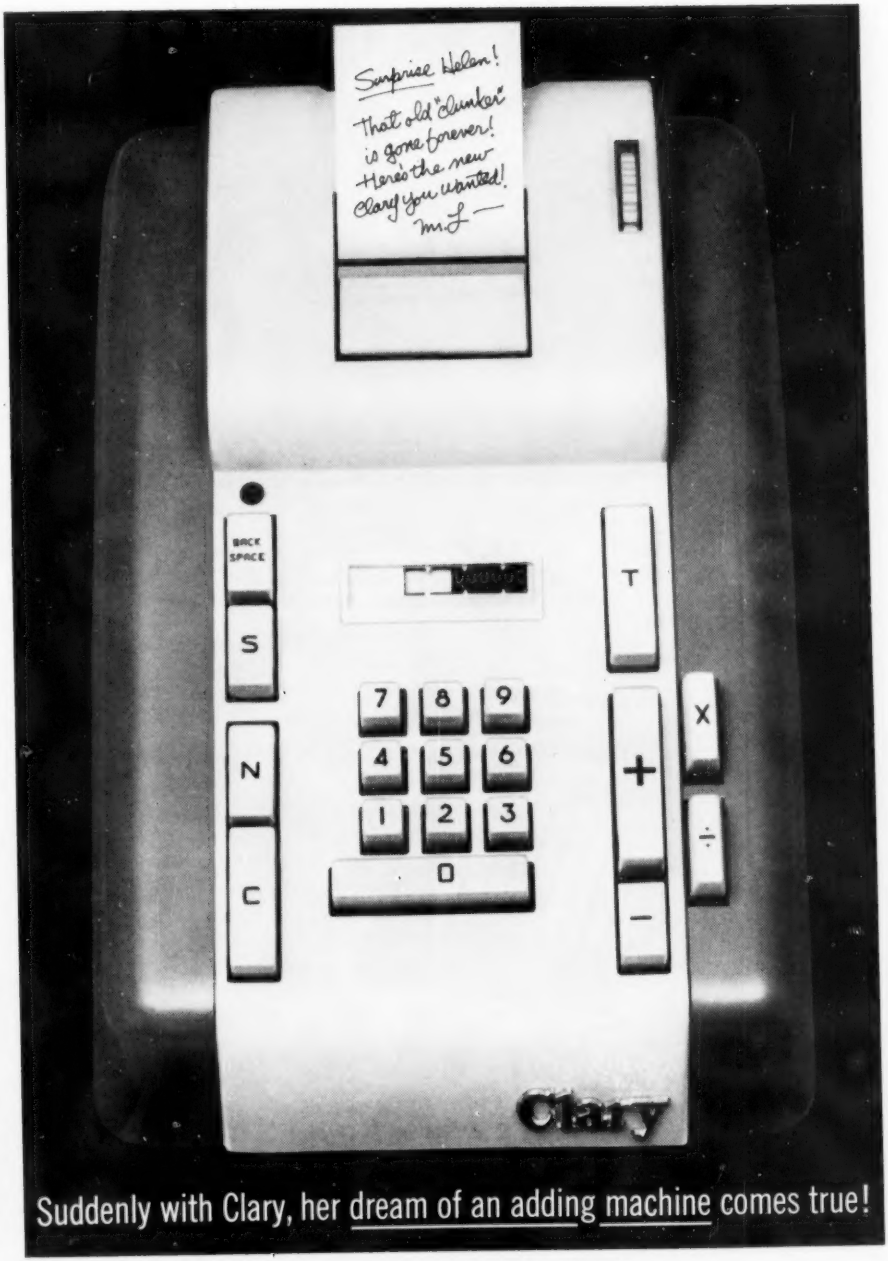
For More Information Circle No. 228

On-the-Job Analysis Solves Seeing Problems

MARSHALL HAYES

FOOTCANDLES, lamberts and lumens, refraction and glare factors, are usually thought of as the province of the architect and the lighting engineer—and rightly so. But, because of the many special situations and human factors, the changing conditions that arise during the life of an office and the great variety of tasks which different employees in the same office are required to perform, it is often impossible to plan on an overall basis just what

Combined showroom and offices of Times Facsimile Corp., New York, have overall lighting of 20 footcandles which is right for the showroom. Individual desk lamps provide 50-70 footcandles for personnel.



For More Information Circle No. 183

A private office of Times Facsimile Corp. where soft overall lighting also is supplemented by lamps for individual work stations.

will be the optimum illumination levels for each individual.

In the past ten years, the use of fluorescent lighting has increased over 1,000%, and today it provides the footcandles and lumen measurements needed for eye comfort and visual acuity of 70% of our office workers. Thirty to 40 footcandles of glareless light, carefully maintained and imaginatively dis-

HEINRICH DIEHL G.M.B.H. RECHENMASCHINENFABRIK NÜRNBERG STEPHANSTRASSE 49

For More Information Circle No. 225

Kodak introduces the world's most versatile copier

at 1/2 the price you'd expect to pay

THE NEW VERIFAX *Signet* COPIER...only $148

Now . . . no reason for even the "one-man" office to waste hours on retyping, dictation, *waiting for copies.*

New Signet gives you all the extras Verifax copying has brought to thousands of offices...quickly pays for itself.

• Makes 5 copies in 1 minute for 2½¢ each • Copies legal-size papers, 2-sided records, news items—what have you? • Picks up signatures—everything is photo-exact • Gives you copies on white letterhead-type paper, pre-printed office forms, card stock and film base • Makes an offset plate in 1 minute for less than 20¢, when low-cost adapter is used • Brings you 101 short cuts.

Get all the facts on new Signet

Free folder describes this remarkable $148 copier in detail; also gives facts on complete line of Verifax copiers.

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EASTMAN KODAK COMPANY, *Business Photo Methods Division*
343 State Street, Rochester 4, N. Y.
Gentlemen: Please send free Signet folder, "Short Cuts" booklet, and names of near-by dealers. No obligation.

213

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Company_____

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Kodak
TRADE MARK

For More Information Circle No. 230

AMERICAN BUSINESS
depends on
"AMERICANS"

MANUAL OR ELECTRIC BOTH FASTEST EVER

Whether your problem is accounting for raw materials, finished goods or money, American Registers simplify the task. All the copies of records you need . . . as many as 7 . . . made at one time.

. . . and for a perfect combination . . . use

AMERICAN REGISTER BUSINESS FORMS

They put speed into fingers that write or type.

Samples sent on request

AMERICAN REGISTER COMPANY
562 E. First St. Boston 27, Mass.

For More Information Circle No. 245

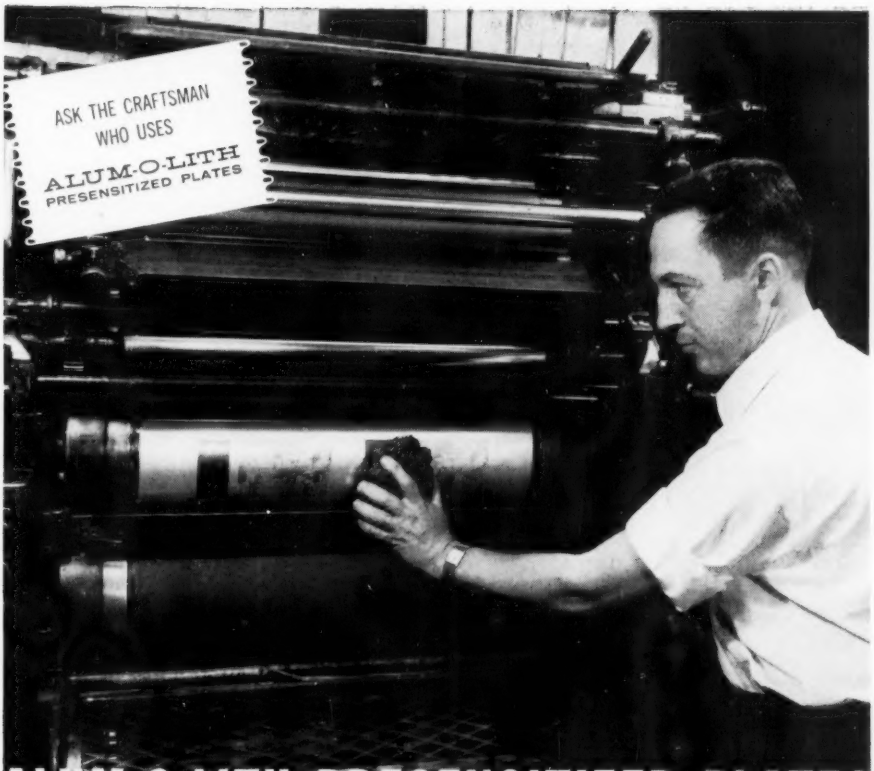
tributed, is not only adequate for general office tasks but it presents the office in its most attractive guise without overly highlighting.

In the offices of the Stenafax Division of Times Facsimile Corp., an on-the-job-analysis determined the lighting conditions for each employee. The company faced the fact that its office had to solve a dual purpose: act as both a working sales office and as a show and demonstration room for its machines.

With clerical and sales personnel working in the same room where customers would be sold, it was necessary to provide two different types of lighting. For the stage lighting necessary to create a warm and pleasing atmosphere for the product display, it was decided to use indirect wall and spot lighting maintained at 20 footcandles. However, this level of illumination had then to be supplemented at the individual work stations to provide seeing comfort for clerical and sales personnel engaged in paperwork. For these stations, the company provided Sight Light lamps each affording 75 footcandles.

By this combination of overall and specific situation lighting, with lamps especially designed for the eye comfort

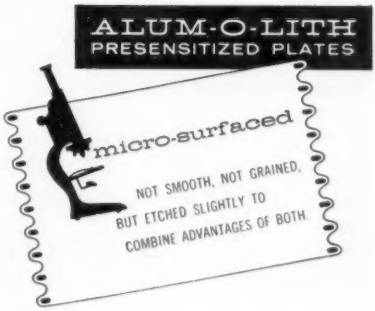
Reception room of Robert Meeker Associates, New York, has 20 footcandles of general illumination and 50-70 footcandles for receptionist's clerical work.



ALUM-O-LITH PRESENSITIZED PLATES ARE DIFFERENT FROM OTHERS!

ASK CRAFTSMAN JACK POLEN OF THE KOFFMAN CO., LOS ANGELES. HE SAYS:

"Yes, Alum-O-Lith presensitized plates *are* different.
I have tried other brands but none have performed as well.
The difference is in the surface of the plate.
Some presensitized plates are too *smooth*, others are *grained* like zinc plates. Alum-O-Lith is a happy medium, with just enough surface to hold the water. We have never had one Alum-O-Lith plate go bad on us; their consistency is amazing."
For a demonstration in your shop call your Alum-O-Lith dealer or write. No obligation.



LITHOPLATE, INC.
A Subsidiary of Harris-Seybold Company
Western: 278 Arden Drive, El Monte, Calif
Eastern: 523 West Broad, Richmond, Va.
Midwestern: Interlake Industries, Bldg. 23, Joliet, Ill.

For More Information Circle No. 184

To avoid flooding entire office with light, Robert Meeker Associates uses overall soft light of 20-30 footcandles with supplementary lighting at work stations.

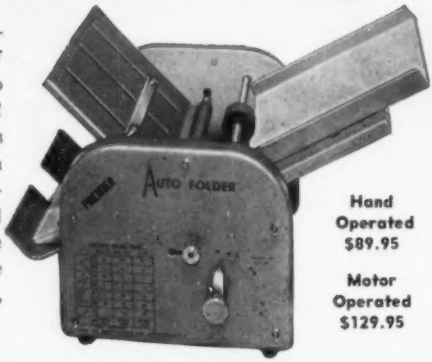
of the worker, the company was able to raise the brightness coefficient of the individual work areas and still maintain the warm, salesroom atmosphere required for the product display.

Providing for the "special situation" individual worker, for the worker over 40 with presbyopia (aging eyes), for the executive who must combine function with impressive decor, and for that percentage of all office workers with defective vision—is a task that is often

PREMIER AUTO-FOLDER

pays for itself in *ONE* mailing!

Fully automatic **compact** Folder makes 7 most-used folds; up to 7,200 pieces per hour! **Easy** to operate, makes **instant** changes from one style fold to another. **Rugged** Steel construction, handsome Silver Grey and chrome trim. Saves **time, money, desk space.**



Hand Operated $89.95

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LOWEST PRICED *FULLY AUTOMATIC* FOLDING MACHINE MADE!

Dealers: Some territories still available on exclusive franchise. Write today.

MARTIN-YALE, INC.

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For More Information Circle No. 217

DO IT THE SENSIBLE

STEN·C·LABL

WAY!

SAVE TIME... AVOID COSTLY ERRORS!

...addressing multiple shipments as by-product of office procedure

With STEN-C-LABLS, you actually eliminate several steps in the usual multiple addressing process. The STEN-C-LABL is addressed *at the same time* as your invoice, order or bill of lading, whatever your procedure or equipment. Addressing errors, mis-shipments are avoided.

STEN-C-LABLS are sent to shipping department securely fastened to shipping copies. Shipping department makes unlimited impressions direct to PANL-LABL on carton with STEN-C-LABL applicator. You save the cost of buying gummed labels and the time to address and fasten to carton.

Thousands of dollars are being saved by present users by eliminating office addressing of shipping labels and cutting costs on handling of multiple shipments.

STEN-C-LABLS pre-tabbed to continuous forms being addressed on IBM tabulating machine.

Addressing of multiple shipment direct to PANL-LABL printed on carton.

STEN-C-LABLS CAN BE ADDRESSED ON ANY TYPE OF OFFICE EQUIPMENT:

- on manual typewriters
- on electric typewriters and billing machines
- on electric accounting machines
- on Card-o-type
- on Teletype
- on Flexowriter

Learn how STEN-C-LABLS can help solve your multiple shipping problem

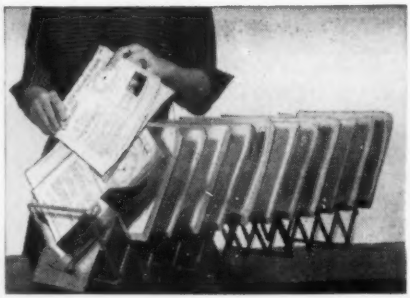
See your business forms supplier or write TODAY for FREE brochure showing detailed operation and actual installations

STEN·C·LABL, INC.

Inventors of the carbon-backed, tape-edged, tab-on stencil and system

Dept. 0-5, 2285 UNIVERSITY AVENUE, ST. PAUL 14, MINN.

For More Information Circle No. 185



Free! with each *Evans*
GATHERING RACK

For Even Faster
COLLATING

3,500 sheets an hour easily gathered by one worker without fatigue. *Evans* Gathering Racks are GUARANTEED to give *quicker* and *more accurate* results than any other collating aid on the market.

Racks are aluminum, in vertical or horizontal models, with 6, 12 or 18 sections. Each section holds 500 sheets at inclined angle. Non-skid in use, racks collapse for setting aside.

JOGGER, aluminum, fits end of any TU (horizontal) Rack. Gathered sets are dropped criss-cross into Jogger. As hand lifts forward to resume gathering, handle is tapped—and sets jog neatly for removal.

SHOWN: 12-section TU Rack with Jogger. Rack is $16.50—Jogger $10.00. (7 other Racks from $10.00 to $25.00).

***TACKY-FINGER** is an amazing new product —superior to wet sponges, etc. Stainless, odorless, greaseless — eliminates paper-fumbling. Should be on every desk. Box of 12—$6.00.

See Your Dealer or Write:

Evans Specialty Co., Inc.
1803 E. Grace St., Richmond 23, Va.

For More Information Circle No. 220

left to the office manager and department head. With management's investment in personnel at an all-time high today, the provision of adequate seeing conditions for the different visual requirements of individual jobs is of prime importance.

Three factors should be taken into consideration when determining the optimum seeing conditions that will permit the individual the greatest degree of visual acuity: (1) the visual acuity of the individual (the worker of 50, for example, may require twice as much light as his co-worker of 30 performing an identical task); (2) the difficulty of the seeing task involved (consultation of finely printed rate lists or marketing maps is a job that will require 20 to 30 more footcandles than a receptionist or typist; and (3) the relationship of the individual to his surroundings (the higher illumination level required by a draftsman should not spill over and distract a copywriter at a nearby desk). On-the-job testing and analysis of all three factors is the only way to determine the proper seeing conditions.

In the offices of Robert Meeker Associates, New York television and radio station representatives, supplementary

Reading finely printed radio rate lists and media charts is daily routine at Robert Meeker Associates, radio and TV representatives. Supplementary desk lighting provides 50-70 footcandles of glareless illumination for these close vision tasks.

Compact—Portable—Low-Cost—Always Ready to add prestige appearance to:

- PORTFOLIOS • PRESENTATIONS
- SALES MANUALS • SAMPLE BOOKS
- FINANCIAL STATEMENTS • CATALOGS
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Now you can add distinction and convenience of genuine Plastico Binding to any piece of literature — right in your own office! Two simple operations complete Plastico binding in minutes . . . let you make a "masterpiece" edition of a few copies or hundreds.

Sold and serviced by your nearby PLASTICO LICENSEE. Write today for his name and address.

ONLY genuine PLASTICO BINDERS have "Arch Design" for added strength and beauty!

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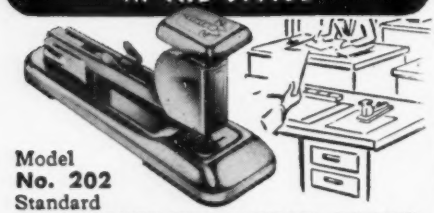
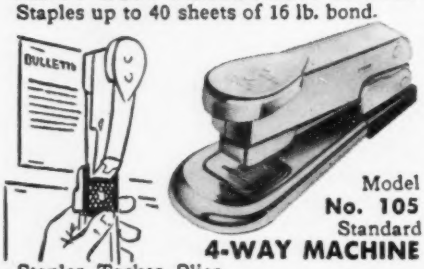
For More Information Circle No. 116

ARROW GIVES YOU
ALL-AROUND STAPLING PERFORMANCE IN THE OFFICE



Model
No. 202
Standard
HEAVY DUTY PRODUCTION STAPLER
Staples up to 40 sheets of 16 lb. bond.



Model
No. 105
Standard
4-WAY MACHINE
Stapler, Tacker, Plier,
Temporary-Permanent Stitch.

Model **No. P-98**
PLIER TYPE HAND STAPLER
Compact, portable for stapling papers at files and other hard-to-reach places.

FILL IN AND MAIL COUPON

Arrow Fastener Company, Inc., Dept. O
One Junius Street, Brooklyn 12, N. Y.
Please send literature on your office staplers
NAME.....
COMPANY.....
ADDRESS.....
CITY.....ZONE.....STATE.....

For More Information Circle No. 226

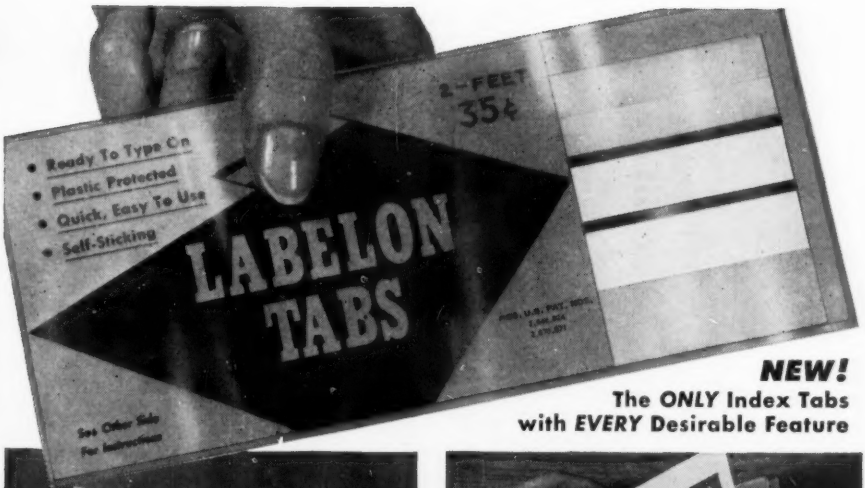
or individual desk lighting is used by 90% of the personnel, including the president. Here recourse to finely printed matter is daily routine. Consultation of rate lists, marketing maps and station data compilations form part of everyone's job.

Lighting accommodations here meant providing for an office of special situations. General fluorescent illumination was maintained at 30 to 40 footcandles. While increasing this overall illumination to the 50 to 70 footcandle level necessary for easy visual acuity in the close-vision tasks would have given the right *amount* of light, the light would have been of inferior quality. Glare factors would have been increased to the point where they would have imposed a severe and fatiguing strain on the eyes.

The solution to this particular lighting problem lay in the provision of nonglare Sight Light lamps which created an individual seeing field for the worker adequate to his needs and also provided the necessary brightness-contrast with the surroundings.

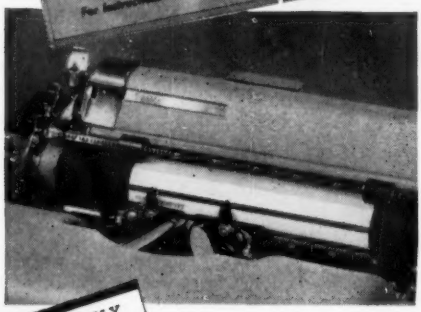
In both cases, overall and supplementary lighting were combined in the right quantity *and* distribution for optimum seeing comfort.

"Let me look at this from an unbiased viewpoint. Now what is it you need?"



NEW!

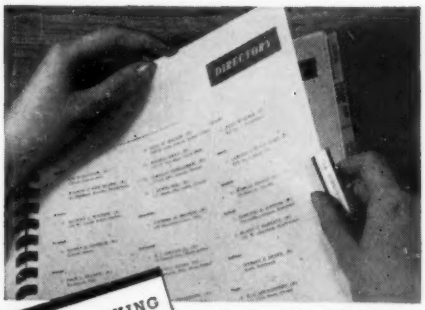
The *ONLY* Index Tabs with *EVERY* Desirable Feature



DIRECTLY TYPEABLE

No Insert Cards To Fall Out

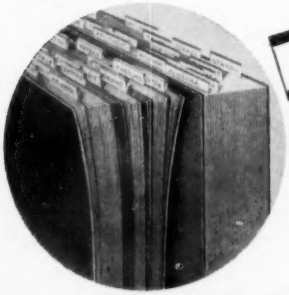
You type directly on the label (or write or print with pencil or ball-point pen). Plastic-protected message stays clean and neat. No cards to insert, nothing to fall out. Long strip lets you cut tab to any length up to 6".



SELF-STICKING

Nothing To Lick—Sticks Instantly Even To Acetate

Pressure sensitive Labelon Tabs stick without moistening, even to acetate. Nothing to lick—just affix typed portion to page or folder, bend tab back and over, and squeeze tight.



THINNER Non-Bulking

Labelon Tabs are thinner to prevent bulking. Bound books can be tabbed without distortion. Furthermore, the light weight and flexibility of Labelon Tabs prevent paper from tearing at tab edge.

Handy Display Box Lets You Select From 5 DIFFERENT COLORS

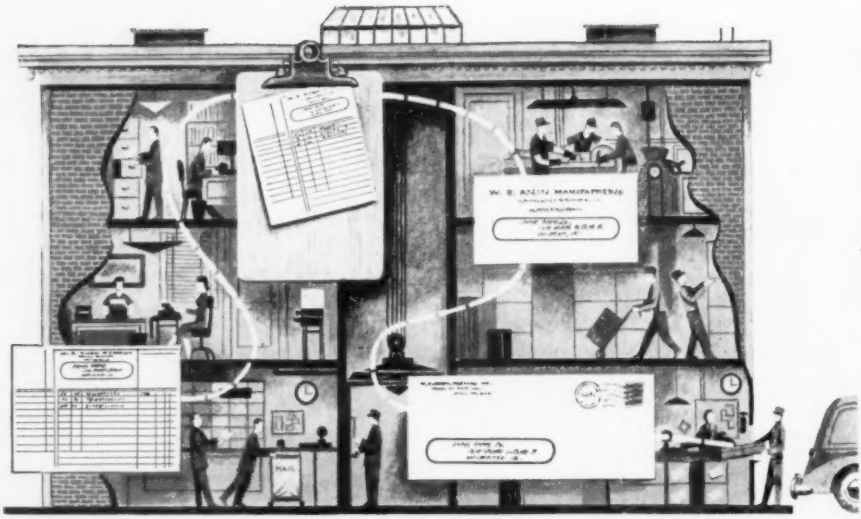
See your stationer—or write us direct

LABELON TAPE CO., INC.

450 Atlantic Ave., Rochester 9, N. Y.

Special low prices in bulk quantities.

For More Information Circle No. 294



From order to invoice ...written just once

Your original order, written *only once*, produces all the copies you need to fill, ship and bill an order—with Ozalid.

"Direct Copying" saves you all the costly personnel time now required for wasteful, repetitious handcopying and retyping. You end needless proofreading. Shipments and bills get out sooner.

An Ozalid machine will make copies of anything written, printed, typed or drawn on any paper that transmits light. You get an exact, legible, *dry* copy in seconds—without stencils, inks or negatives. And you pay less than a penny for a letter-size sheet of quality-controlled Ozalid copy paper.

For the full story, call your nearest Ozalid representative. His number's in the phone book, or send coupon below for more information.

OZALID®

DIRECT COPY SYSTEMS

Ozalid, Dept. I-5, Johnson City, N. Y.

Send more information. I am interested in these applications:

☐ Accounting ☐ Purchasing ☐ Production Control
☐ Order-Invoicing ☐ Engineering ☐ Receiving

Name_____ Position_____

Firm_____

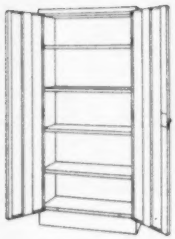
City_____ State_____

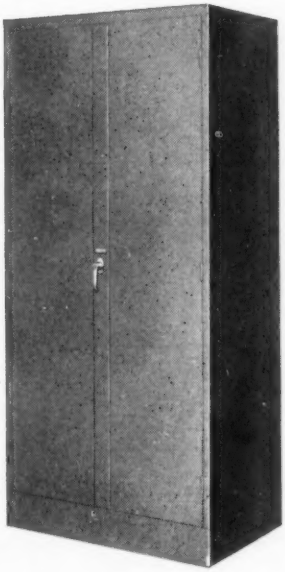
A Division of General Aniline & Film Corporation—In Canada: Hughes Owens Company, Ltd., Montreal

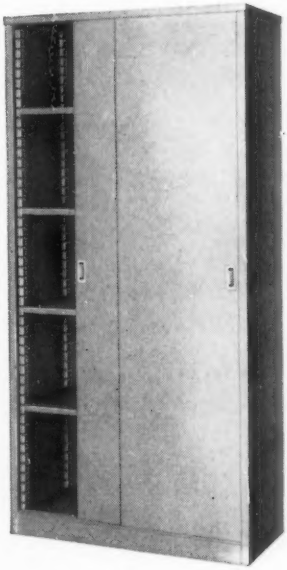
For More Information Circle No. 214

Now! Borroughs offers 2 types of STORAGE CABINETS

1 handle does the work of 2







PATENT APPLIED FOR

"Cyclops" Swing-Door

Newest storage cabinet in Borroughs line. Available in storage, wardrobe, or combination storage and wardrobe. All styles are convertible, with interchangeable interior parts. 36" wide x 78" high—18" and 24" deep. Literature tells all.

flexi Sliding-Door

Thousands now in use. 3 heights—29", 42", 78"—12" and 18" deep—38¼" wide. Sliding shelves adjustable without bolting. 29" and 42" units available with glass doors. Literature tells all.

for complete details send for literature

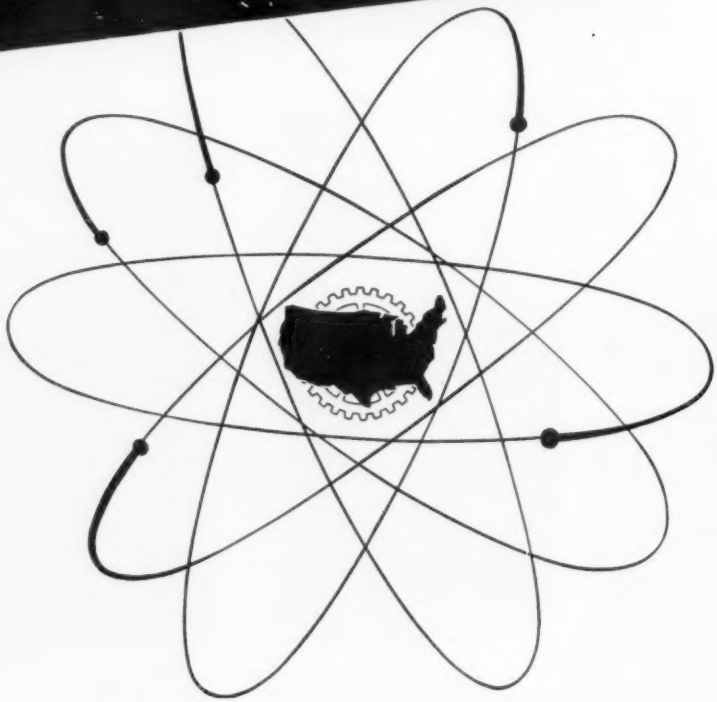
BORROUGHS MANUFACTURING COMPANY

A SUBSIDIARY OF THE AMERICAN METAL PRODUCTS COMPANY OF DETROIT

3010 NORTH BURDICK amp KALAMAZOO, MICHIGAN

For More Information Circle No. 186

The electrons are coming...



...to take over the drudgery of office routine. Automation is coming to the office sooner than you think. Learn all about it at the National Business Show. This year far bigger than ever—in the worlds' largest and newest and finest exhibition hall... the New York Coliseum.

NATIONAL BUSINESS SHOW

New York Coliseum · October 15th thru 19th, 1956 · Columbus Circle, N. Y.

Rudolph Lang, Managing Director

33 West 42nd Street, New York 26, New York · PEnnsylvania 6-6760

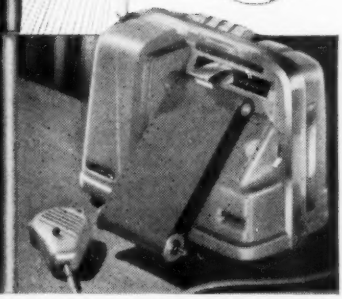
For More Information Circle No. 176

NEW

★★★★ HIGH FIDELITY

COMPTOMETER COMMANDER

dictation-transcription machine by Comptometer
with amazing UNIMATIC remote-control microphone



MAKES DICTATING AS EASY AS TALKING

An electronic miracle in the simplification of dictation has been achieved by Comptometer. Now you can forget the mechanics of recording and have your mind free and clear for better dictation. All you do is talk into the Unimatic remote control microphone which fits the palm of your hand. One simple button lets you dictate, listen, reverse to review, or even to "erase" and replace a word or phrase. When finished dictating, press other button to mark length of letter—everything is automatically recorded by remote control.

. . . saves more than it costs—The flexible Mylar* magnetic recording belt can be used for thousands of dictations. It "wipes" clean in just one second, ready for re-use. The day-after-day savings over costly ordinary one-use belts or records more than return your Commander investment. And only Comptometer guarantees these mailable belts for life.

. . . erases unwanted words—You will hand your secretary error-free dictation she will transcribe twice as fast and right the first time. Error-free because you can electronically "erase" any unwanted part of your dictation and replace with the new or correct thought—No extra correction instructions to add. And, for economy-minded offices, the same Commander unit can be used for both dictation and transcription. Mail coupon today. *Mylar-Dupont's trademark for its Polyester Film.

SEE ALL THE YEARS-AHEAD FEATURES DEMONSTRATED IN YOUR OWN OFFICE!

also available in Canada

another outstanding machine to speed American business by

★★★★ COMPTOMETER®

A product of Felt & Tarrant Mfg. Co., Chicago, Illinois. Other Felt & Tarrant products: The world-famous Comptometer Adding-Calculating machine and the new 18 key Comptograph 202 Calculating-Adding machine.

Comptometer Dictation Division, Felt & Tarrant Mfg. Co.
1715 Marshfield Ave., Chicago 22, Illinois

Gentlemen: Without any cost or obligation please arrange:

☐ FREE DEMONSTRATION ☐ FREE 10 DAY TRIAL
☐ Send complete information

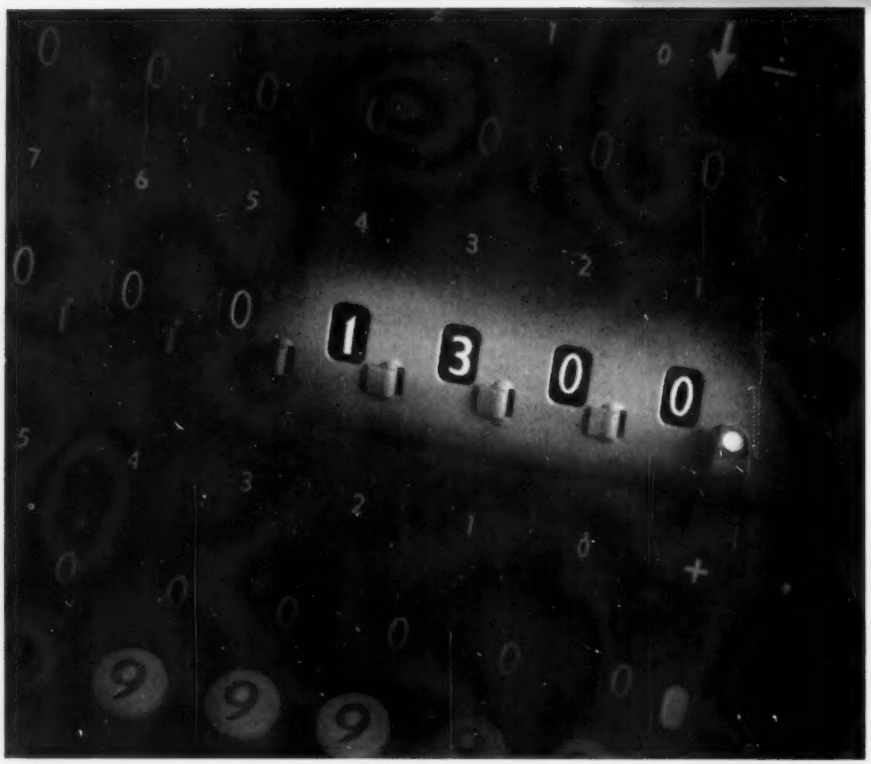
Name _____ Title _____

Company _____

Address _____

City _____ County _____ State _____

For More Information Circle No. 148



1300... an important measure when buying a calculator

It is obvious that an automobile traveling 100 miles an hour will reach a destination in half the time it takes a car that can go only 50 miles an hour. This principle applies to calculators... the one with the highest operating speed delivers your answers the fastest, and can turn out the most work for you.

1300 dial revolutions per minute is the amazing speed at which a Marchant calculator operates... twice the highest speed attainable by any other calculators.

The secret of this top-ranking speed is a smoothly-geared mechanism that is exclusive with Marchant. Instead of the jarring, stop-start ratchet drive used in conventional calculators, Marchant has a constantly-meshed train of proportional gears that quietly revolves the dials smoothly and continuously.

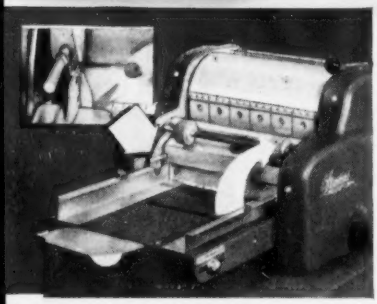
Because there is no noisy engaging and letting go of gears, no punishing metal-on-metal clash, Marchant's smoothly-operating mechanism keeps on delivering fast, quiet service year after year over a longer lifetime.

Higher calculator speed means stepped-up figurework output and lowered costs. Call in the MARCHANT MAN. What he has to show and tell is vitally related to the profitable management of your business.

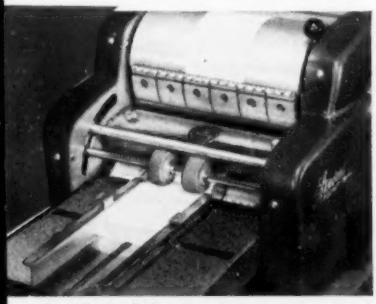
MARCHANT CALCULATORS, INC., OAKLAND 8, CALIFORNIA

For More Information Circle No. 216

For More Information Circle No. 414→



Arrow indicates how automatic feed swings away for loading tray or for hand feeding. (Inset) Exclusive, self-leveling stripper pin with optional blades for positive feeding of paper or card stock.



Feed rollers slide together, center feed small forms, coupons, post cards, automatically. Segmented master clamp with blockout slot firmly grips all masters. Scale on drum and tray for positioning.

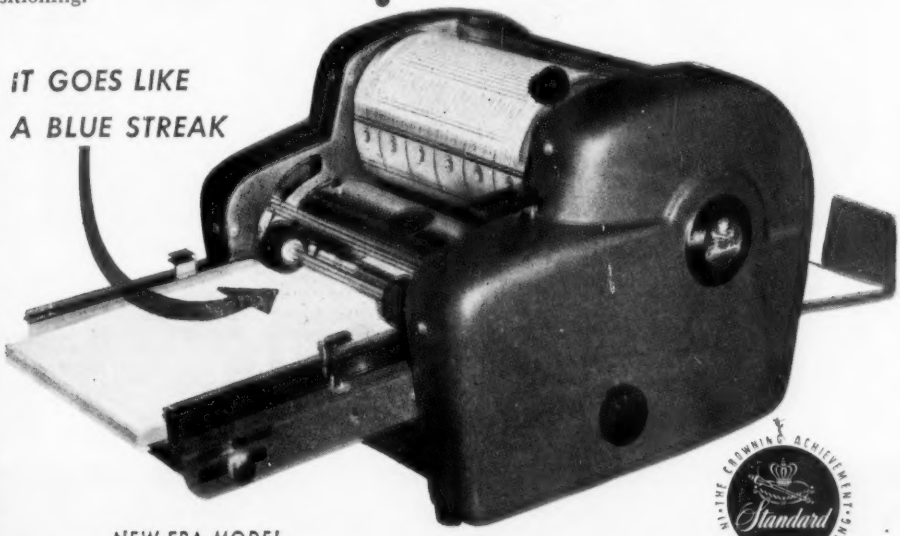
EVERYTHING YOU COULD WISH FOR IN A FLUID DUPLICATOR . . .

answer to the copying problems of Business • Industry • Institutions

Standard ROCKET Electric

This fabulous Standard Rocket Duplicator goes like a blue streak . . . goes smoothly, quietly, faultlessly. The last word in design, it provides the fastest, most satisfactory method to reproduce rush notices and bulletins or to handle, in a single writing, all the copies necessary for purchasing, production, order-invoicing or for educational purposes. With motor self-contained, it's convenient to use on a desk, file top or table. Matching cabinet available, if desired.

Standard, pioneer of fluid duplicating in America, with a proud reputation to uphold, guarantees you a top quality duplicator at a most reasonable price. Write for literature or a demonstration. There's no cost or obligation.



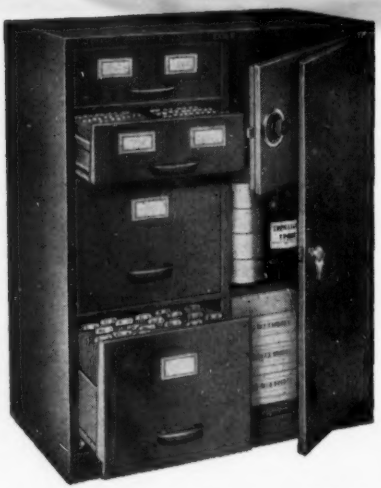
NEW ERA MODEL

THE CROWNING ACHIEVEMENT IN FLUID DUPLICATING
Standard

STANDARD DUPLICATING MACHINES CORPORATION, EVERETT 49, MASSACHUSETTS

The "DIRECTOR" File No. 1473 **$55.50**

A concealed safety vault, doubly protected by a dial lock and extra outer door. Also contains: three full suspension letter files and two storage compartments under lock and key.



The "EXECUTIVE" File No. 1478 **$59.95**

A concealed safety vault doubly protected by dial lock and extra outer door. Also contains: two full suspension letter files; two storage compartments under lock and key; two drawers for 3x5 or 4x6 cards (6400 capacity), also for leases, contracts or cancelled checks.

Specifications: 30½" wide, 37½" high, 17" deep. In olive green or Cole gray finish.

The "MERCHANT" File No. 1370 **$51.45**

A concealed safety vault doubly protected by a dial lock, plus an extra outer door under lock and key. Also contains: two full suspension steel letter files; a drawer for cancelled checks, or 3x5 or 4x6 index cards (3200 capacity); two adjustable compartments under lock and key. Same as above but 32½" high.

The "PRESIDENT" File No. 475 **$69.50**

Four letter size, full suspension drawers, two drawers for 3x5 or 4x6 cards (6400 capacity). Plus a secret vault with 4" dial lock, doubly protected by extra outer doors. Heavy steel, 32½" wide, 37½" high, 20½" deep. Colors same as above.

Prices slightly higher in Texas, Colorado, West of the Rockies and outside of U.S.A.

For More Information Circle No. 235

COLE STEEL EQUIPMENT COMPANY
285 Madison Avenue, New York 17, N. Y.

COLE'S "ALL PURPOSE" STANDS

Use it as a typewriter table, "TV" stand, kitchen work table. Rolls on four quality casters, has solid walls and fold-a-way leaves. Opens to 39" x 17". Typewriter desk height. Heavy gauge steel, strong piano hinges. Olive green or Cole gray.

No. 757 **$9.45**

No. 759 (illustrated below) Same features as No. 757 plus a center desk drawer and book shelf. Ideal as a student's desk.

No. 757
$9.45

No. 759
$11.95

No. 2810
$39.95

"SECRETARY" CHAIR

Eliminates fatigue and corrects posture. Four way adjustment. Thick foam rubber upholstered with DuPont's famous "Fabrilite". Brushed aluminum frame. One piece drawn base equipped with kick plates. No. 2810 **$39.95**

10 EXCITING COLORS

Granite Gray, Oak Leaf Green, Saddle Tan, Terra Cotta, Wine, Sapphire Blue, Coral, Apple Green, Brown, Russet.

Cole's "Heavyweight" Stand

"Non-Skid" Top

Finest protection for your costly office machines. Protruding leaves improve work efficiency. Shelf for books or personal items. Heavy steel, electrically welded. Cannot tip or tilt. Ball bearing casters retract at the flip of a lever. Stand will not move when lever is set. Opens to 48" x 25" x 26" high. Non-skid top holds machine firmly in place. Green or Cole Gray.
No. 779. ..... **$42.50**

No. 779 **$42.50**

Prices slightly higher in Texas, Colorado, West of the Rockies and outside of U.S.A.

For More Information Circle No. 244

COLE STEEL EQUIPMENT COMPANY
285 Madison Avenue, New York 17, N. Y.

New Products

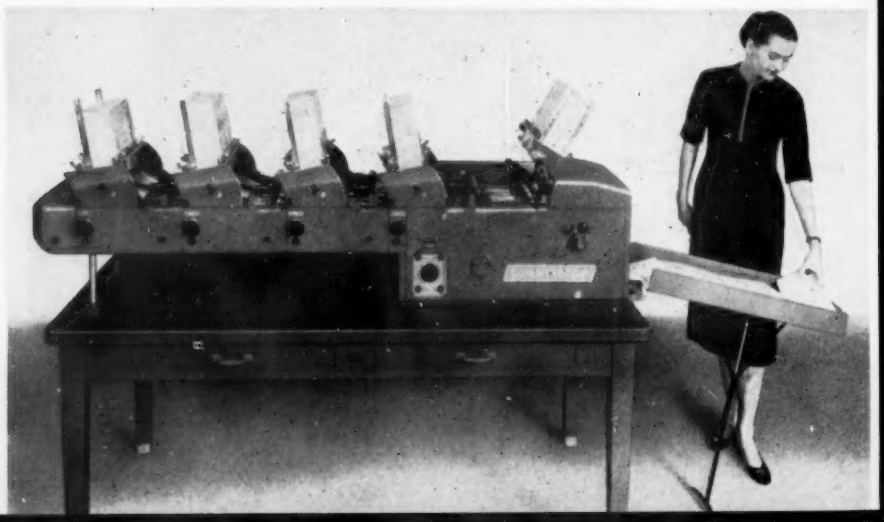
PORTABLE RECORDER

Dictaphone Corp., Dept. I, 420 Lexington Ave., New York 17, N. Y., makes the Dictet portable tape recorder weighing

slightly more than 2½ lbs. and no bigger than a small movie camera. This is a precision instrument for on-the-spot dictating and can be used anywhere. Battery operated, it provides a full hour's recording on magazine-loaded magnetic tape. Made mostly of magnesium with transistorized amplifier, the Dictet has simple controls for starting, stopping, recording, power rewinding and playback. Small plug-in attachments quickly convert the recorder into a transcribing machine. Recordings are erased automatically by a separate magnet in the Dictet so that tapes are endlessly reusable. **For More Information Circle No. 422.**

MAIL INSERTER-SEALER

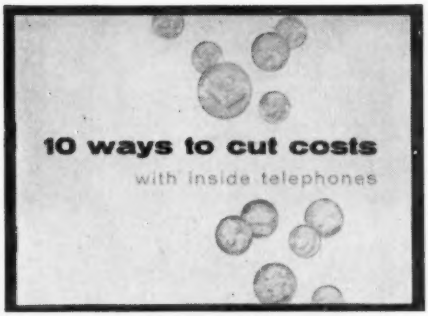
Cummington Corp., 620 Commonwealth Ave., Boston 15, Mass., makes the Cummington Mail Inserter which will stuff and seal over 30,000 envelopes a day. Available in one, two, three and four station models all of which will handle envelopes in sizes from No. 6¾ to No. 11. No special training is needed to operate the machine and any job can be set up in ten minutes. It is easy and quick to load and has simple controls for fast starting and operation. A positive vacuum feed with micro-calibration



prevents misses and double insertions. Automatic control provides jam-free inserting. Machine includes a stacker for easy mail metering. Other features include quiet operation, easy maintenance with only ten oiling points and attractive gray finish. Operates on 110-v., 60 cycle AC. **For More Information Circle No. 397.**

INTERCOM SYSTEMS

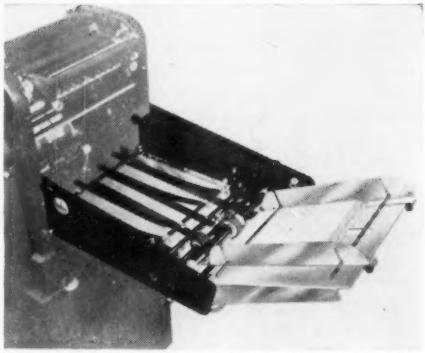
Automatic Electric Sales Corp., 1033 W. Van Buren St., Chicago 7, Ill., have published a 12-page illustrated booklet, "10 Ways to Cut Costs with Inside Telephones," which describes how ten organizations, each in a different line of business, are saving money with a



P-a-x privately-owned, rent-free dial telephone system used exclusively for inside calls. Quoting executives of the ten firms, the booklet explains why this telephone system (separate from the public telephone service) increased production, saved manhours, cut costs, improved customer relations, and effected other company benefits. For a free copy of the booklet, **Circle No. 361.**

OFFSET IMPRINTING FEEDER

Davidson Corp., 29 Ryerson St., Brooklyn 5, N. Y., makes a continuous load friction feeder for imprinting applications with the Davidson-Dual-Lith Model 241. The feeder, which has its own diagonal feed board and a spring jogger for accurate register of each sheet, is designed to simplify imprinting and num-



bering heavy materials such as cartons. It also can be used to imprint blotters, brochures, booklets and odd shapes. Loading is accomplished without any interference with machine operation. Imprinting may be done with standard Linotype slugs, brass back or sticky back rubber plates. The latter facilitate changing imprints during a run. Model 241 can imprint up to 6,000 pieces per hour at normal operating speed. **For More Information Circle No. 430.**

PRINTING CALCULATOR

Victor Adding Machine Co., 3900 N. Rockwell St., Chicago 18, Ill., makes the Victor Automatic Printing Calculator with a lever which causes it to add, subtract, multiply or divide automatically. A constant key permits multiplication or

division by the same figure any number of times without re-entry on the keyboard. A total transfer button eliminates re-entering of totals for their further multiplication or division. A stop button instantly halts machine if a change in operation is desired. Select-O-Matic totals provide automatic totals or subtotals by touching motor bar. Single simplified keyboard provides fast touch operation. Machine uses true symbols and prints all essential figures in normal written sequence for easy checking. Indication of figure function in use on keyboard and tape prevents confusion. **For More Information Circle No. 423.**

ACCOUNTING FORMS KIT

Neenah Paper Co., Neenah, Wis., offers the Neenah Pattern Kit to help set up efficient accounting forms. A chart shows how to select the best ledger papers for regular and special forms. Patterns are provided to help the user choose the kinds of ruling that will best serve his

needs. A punching and perforating guide showing standard bookkeeping machine punches, slotted punchings used for ledger and journal forms, and closed holes used for forms kept in ring and post binders. Suggestions for setting up a color control system using the colors of Neenah Ledger and matching colors of Neenah Index are given. A sample suggestion is, ". . . complete color control requires that records kept on index cards shall be exactly matched to records kept on ledger paper." For the free pattern kit, **Circle No. 383.**

PERFORATING MACHINES

American Bank Equipment Co., 5408-10 Jefferson St., Philadelphia 31, Pa., makes portable electric and manual perforating machines for use in time payment coupon systems. Both machines are 16-wheel single line numbering perforators giving account number, day due and amount due. A single punch on the second line perforates consecutive months due. They can be used with any established installment loan coupon system, or the user can set up his own

system. Both models come in strong aluminum alloy, dustproof castings and with from six to 16 wheels. The perforators are adaptable for wide use in banks, finance companies, utilities, savings and loan and mortgage companies, department stores, hospitals and other businesses for dating and coding, receipting, cancelling or virtually any type of record keeping. The electric model 700-C3 (16-wheel) weighs only 50 lbs. and costs $695 plus Federal excise tax. The manual model 800-C3 (16-wheel)

weighs just 38 lbs. and costs $479 plus tax. Both are available for immediate delivery. Models with less than 16 wheels, cost less. **For More Information Circle No. 378.**

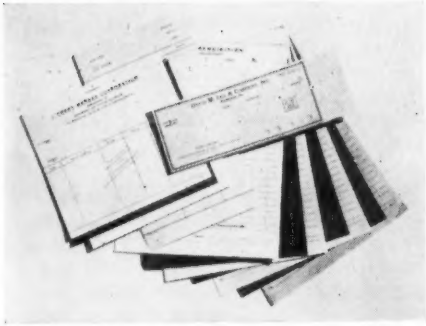
PHOTOCOPY MACHINE

Photorapid of America, Inc., 320 Broadway, New York 7, N. Y., announces the 1956-57 model Photorapid combination unit which produces black-and-white copies in seconds under any lighting conditions. No darkroom, trays or special wiring are needed. The machine measures 20" x 12" x 7" and has only one knob

to turn. When not in use, unit closes tight to prevent solution spoilage, eliminate refilling delays and extra costs. Prints are clean because they do not contact sediment. The Photorapid can produce positive copies in any color, negatives for offset plates, transparencies for diazo use, film, etc. Machine is available in six colors: black, blue, green, red, gray and ivory. **For More Information Circle No. 418.**

SHORT-RUN INTERLEAVED FORMS

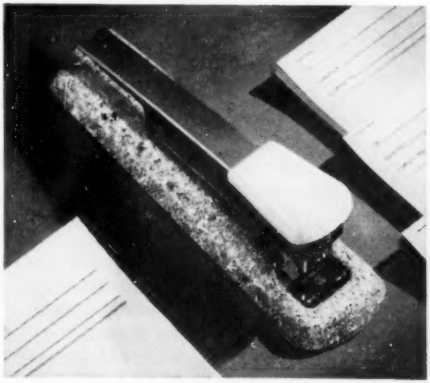
G. W. Herndon Co., 1528 High St., Richmond 20, Va., specialize in the manufacture of carbon interleaved forms in short runs for fast delivery. The quantity may be as low as one thousand and the form may have as many parts as desired on different colored stock in any sequence and of any construction. Spot carbon and die-cut carbon may be specified. This service allows ordering a trial or temporary form to test a procedure. It also



provides for emergency forms on short notice, and for short-run jobs such as statements with one-time interleaved carbon, etc. This company has been operated by the same family for 40 years. Dealer accounts protected. **For More Information Circle No. 359.**

STAPLER

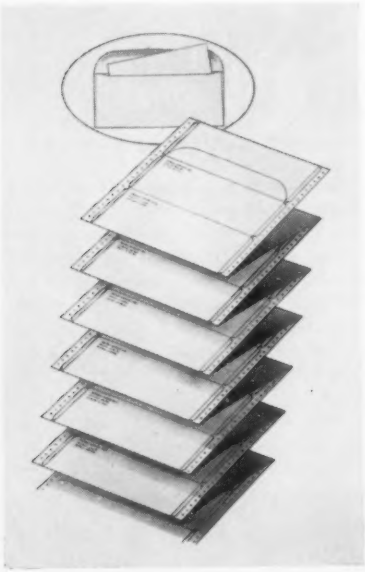
Bates Mfg. Co., Orange, N. J., makes the Bates Coloramic Stapler which was designed by Howard Ketcham to blend with any office decor and be compatible with wood, metal or linoleum desk tops. The stapler's base has a finish which is new to office machines. It is a neutral beige color with a mottled pattern for a textured appearance. The finish takes away from the machine's metal appearance and blends with textured fabrics being used in offices. A high impact Tenite plastic knob is made in choice of



red, yellow, gray or blue. The stapler's low silhouette allows it to fit a desk drawer without being turned on its side. It can be used as a desk paper weight when not in use. The Bates Coloramic retails at $4.95. **For More Information Circle No. 394.**

CONTINUOUS ENVELOPES

Chain-O-Matic Div., Dept. V, Curtis 1000, Inc., 150 Vanderbilt Ave., West Hartford 10, Conn., makes Chain-O-Matic open side envelopes in continuous form. The full size envelope is designed with flap opening on the long dimension for



easy inserting and so it can be sealed and postage printed on postage meter machines. Envelopes are mounted on a marginal hole punched carrier sheet by means of special perforated wings. The seal flap of each envelope is placed under the preceding envelope. Designed primarily for tabulating use, the envelope can be run through any printer, tabulator or typing device equipped with pin-feed platen. Envelopes are delivered in fanfold style. Two machines are available to facilitate removal of envelopes from the carrier sheet. A hand operated model removes approximately 3000 envelopes an hour and allows envelopes to stack in tabulating order. Flaps are extended to facilitate stuffing. A power model will fold down the flaps of the envelopes as they are stripped from the carrier sheet so that envelopes can be used on automatic inserting machines. For small quantity runs, envelopes can be manually removed from the carrier sheet by several simple methods. Chain-O-Matic continuous envelopes are carried in stock in several sizes in both first and third class mail styles. **For free samples and prices, Circle No. 391.**

CALCULATING ADDER

Felt & Tarrant Mfg. Co., 1715 N. Paulina St., Chicago 22, Ill., makes the 10-key Comptograph 202-M which has a semi-automatic multiplying feature to permit printing both factors and the answer on the tape in two lines, so that

the operator can check all three numbers at a glance. Machine has listing capacity of 11 digits, totaling 13. When semi-automatic multiplying feature is disengaged, machine operates similarly to the Model 202 without regular non-print feature. Other features of the 202-M are Visi-Balance window to see accumulated negative or positive balance at all times,

operation at rate of 202 printings a minute, six single purpose operating keys conveniently grouped at right to avoid unnecessary motions, two-color printing, positive or negative multiplication, automatic space-up after sub-totals and totals, extended cipher bar, memo writing surface, column indicator, erase tab backspacer, etc. Operates on 110 v. AC or DC. **For More Information Circle No. 424.**

PORTABLE WATERCOOLER

Cordley & Hayes, 443 Fourth Ave., New York 16, N. Y., makes an office watercooler which is light enough to be carried by one person and big enough to cool 2.1 gallons of water per hour, enough for 60 office workers according to the manufacturer. Cooling capacity

is maintained when room temperature is 90°. Occupying only 1 sq. ft. of floorspace, the 36" high, bottle type cooler was designed for use in areas where space is at a premium. It weighs 70 lbs., has a plastic bottle ring to assure purity of drinking water, non-breakable plastic drain bucket, thermostatic control, and sealed 1/6 hp compressor which operates quietly. Needs no plumbing connections. **For More Information Circle No. 375.**

FOLDING PARTITIONS

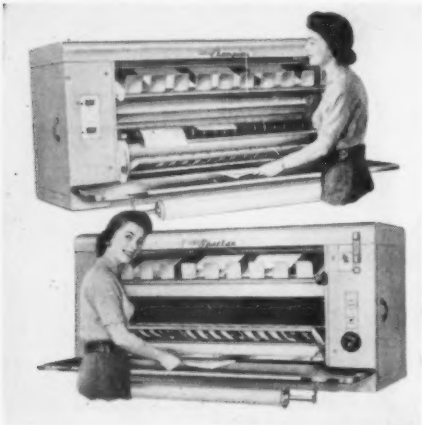
New Castle Products, Inc., New Castle, Ind., makes Modernfold attractive, full length folding partitions that make one room into many or many into one with equal facility. Modernfolds are lightweight and extremely maneuverable. Work areas can be separated and private offices created where they are needed, near subordinate personnel yet completely cut off from distractions and interruptions; storage and filing areas hidden from public view, yet kept accessible. Modernfolds glide at a touch, yet are built to withstand rugged treatment.

In fact, the original Modernfold closure, installed more than 20 years ago, is still in excellent operating condition. Units have rugged steel frames and tracks with double-strength balanced hinge construction at top and bottom. Vinyl coverings are virtually indestructible and readily cleaned with soap and water. Upkeep is negligible and initial installation costs are low. There are more than 45 color selections. Modernfold makes doors which fold out of the way within the door frame when not in use. It is estimated that the average swinging door requires up to eight feet of floorspace. With Modernfold Doors, filing cabinets or

desks can be placed almost flush with the door frame without impeding normal traffic flow. **For More Information Circle No. 402.**

COPYING MACHINES

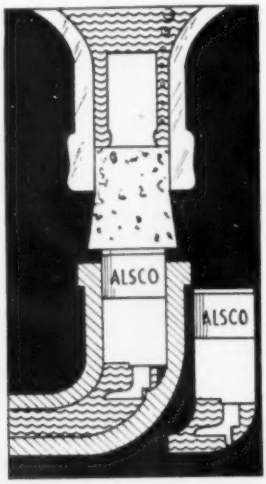
C. F. Pease Co., 3824 N. Rockwell St., Chicago 18, Ill., makes two low-priced table model whiteprinting machines, the Champion and Spartan. These 42" whiteprinters will expose and develop ammonia type prints up to 32 ft. per minute. The Champion has automatic copy separation, making it a one-step feed machine. The Spartan requires manual copy separation for two-step feeding. Both models have a 3000-watt mercury lamp for rapid printing. Developer has



a stainless steel perforated plate with slip screen and ribbed rubber sealing sleeve to convey prints through ammonia chamber. Full strength 26° ammonia is used. Ammonia supply is governed by the operator, metered to exact production needs. Instantaneous, accurate and dependable speed control is provited by a G. E. Thymotrol electronic drive. These machines will reproduce any translucent copy such as engineering drawings, tracings, maps, film, letters, forms, etc. Whiteprints are developed dry in seconds, ready for immediate use. **For More Information Circle No. 419.**

OFFSET WATER REGULATOR

Allied Litho Supply Co., 212 Mission St., San Francisco 5, Calif., makes the Alsco Water Fountain Regulator, for Multilith and Davidson offset duplicators, which allows the air to flow up one channel and the water down another channel. This makes it unnecessary to



shake or squeeze the bottle to break a waterlock. The Alsco Regulator assures complete fountain control and quality production. It fits discarded offset chemical bottles and its simple construction allows anyone to install and use it. Costs only $2 postpaid and is fully guaranteed. When ordering, specify Multilith or Davidson. **For More Information Circle No. 357.**

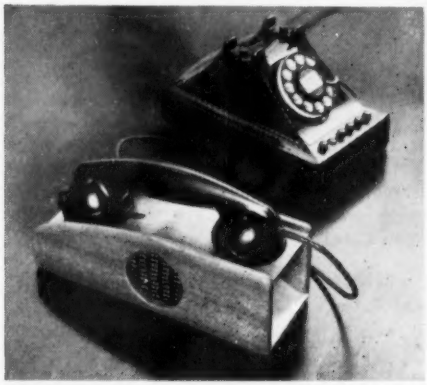
ADJUSTABLE COLLATOR

Collamatic Corp., 102-5 State Highway 23, Wayne, N. J., makes the Model 800 Adjustable Stroke Collamatic which will collate a variety of paper sizes from 5½" x 8½" to 14" x 17". Machine has sliding shelves and adjustable paper stops for quick adjustment to the desired paper size. No additional trays are needed and there is no tray storage problem. The Model 800 is electrically powered and will collate from two to eight sheets at

one time. It will collate several sizes, such as letter and legal. A stapling stacking bin facilitates storage of completed sets. **For More Information Circle No. 406.**

TELEPHONE AMPLIFIER

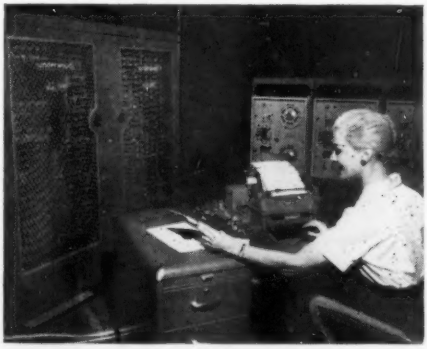
Fisher Research Laboratory, Inc., 1961 University Ave., Palo Alto, Calif., makes the Tel-O-Master transistorized telephone amplifier. When a telephone handset is placed on this unit, incoming conversation is amplified to a normal conversational tone. Return conversation is automatically directed into the telephone handset by the Tel-O-Master. This leaves both hands free during phone conversations. Tel-O-Master is ideal for on-the-spot conferences since all present can



easily listen to the incoming call and participate directly in the conversation. Weak or hard to hear calls can be amplified to normal hearing volume with the adjustable volume control. Completely portable, the Tel-O-Master requires no connections to the telephone or electrical system. Amplification is provided by four hermetically sealed transistors. Power is provided by miniature mercury cell batteries. Placing the telephone handset on the Tel-O-Master automatically puts the unit in operation. Size approximately 3″ x 3″ x 10″, weight 2 lbs., price $69.50. **For More Information Circle No. 379.**

ELECTRONIC FILE

Underwood Corp., 1 Park Ave., New York 16, N. Y., makes the Elecom File Processor, an electronic memory system which reduces the contents of 1600 conventional file cabinet drawers to less than 3 cu. ft. of space. The File Processor feeds desired information via magnetic tape to a companion electronic computer. The two units will be sold

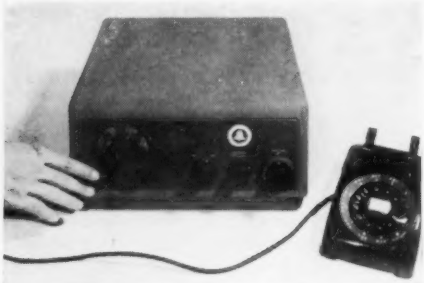


or leased together or separately as the Elecom 125 System. The File Processor automatically sequences, selects, collates and separates information recorded on tape. It can be used for such purposes as billing, taking inventory, figuring salesmen's commissions and other routine functions. It will relieve the more expensive computer of handling many routine data operations so that the computor, working independently, can concentrate on fast and selective computation. The File Processor itself is operated by a punched tape reader or typewriter keyboard which keys the File Processor as to which digits in an item are significant for an operation. The keyboard operator selects the operation by pushing an appropriate button. After the pattern is chosen at the keyboard, the rest of the operation is automatic except for any necessary changing of reels. As many as 30 items can be processed in one second. Results are recorded on magnetic tape which can be fed to a high speed printer for visual study or

to the computer for further processing. The Elecom 125 System including File Processor and Computer costs approximately $350,000. The File Processor alone sells for about $125,000. **For More Information Circle No. 371.**

TELEPHONE ANSWERER

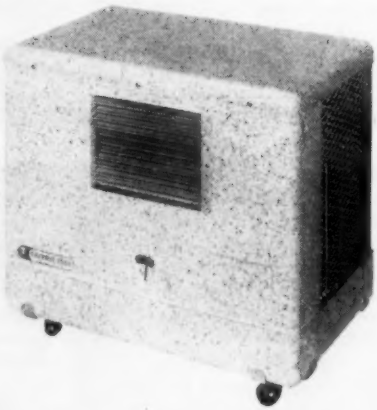
New York Telephone Co., 140 West St., New York 7, N. Y., (and all other Bell System companies throughout the country) offers free literature describing the Bell System's automatic telephone answering and recording equipment. This allows the user to record a 30-second message which is heard by all persons who telephone when the user's phone is



unattended, such as at night and on holidays. Each person who calls can leave a message which is recorded. User plays-back these incoming messages when he returns to his office. The user can change the answering message whenever he desires by merely dictating another message. The equipment takes little desk space and all controls are on its front panel. Literature illustrates and fully describes the equipment's operation. For the free literature, **Circle No. 416.**

PORTABLE AIR CONDITIONER

Spitzka Mfg. Corp., 235 Colfax St., North Sacramento, Calif., makes the Model 1670 a 2,000 cfm portable, evaporative air conditioner to head their 1956 Thermo-Cool line. Typical of Spitzka's entire line of portable conditioners, it requires no water connections and may be used wherever electric current is



available. Its brass and stainless steel pump recirculates water continuously. Ball bearing swivel casters permit it to be easily rolled from room to room. Model 1670 features a G.E. 1/15 hp motor and a Torrington double-wheel blower. It has a water-level indicator and adjustable louvers on outlet. Dimensions are 14" x 17¾" x 22", total shipping weight 45 lbs. **For More Information Circle No. 365.**

HAND MICROFILM READER

Filmsort Div., Dexter Folder Co., Pearl River, N. Y., makes the Micro-Midget, a hand unit for quick scanning of microfilm in aperture cards, in jackets or unmounted. This Model MG is 2⅜" wide, 1⅜" thick and 5" long. It can

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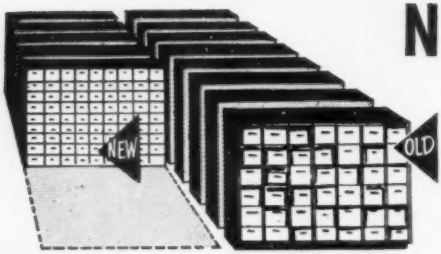

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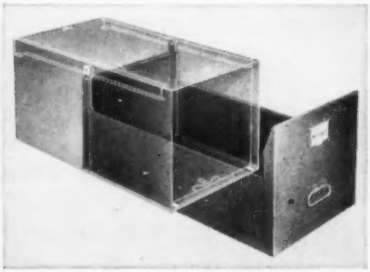

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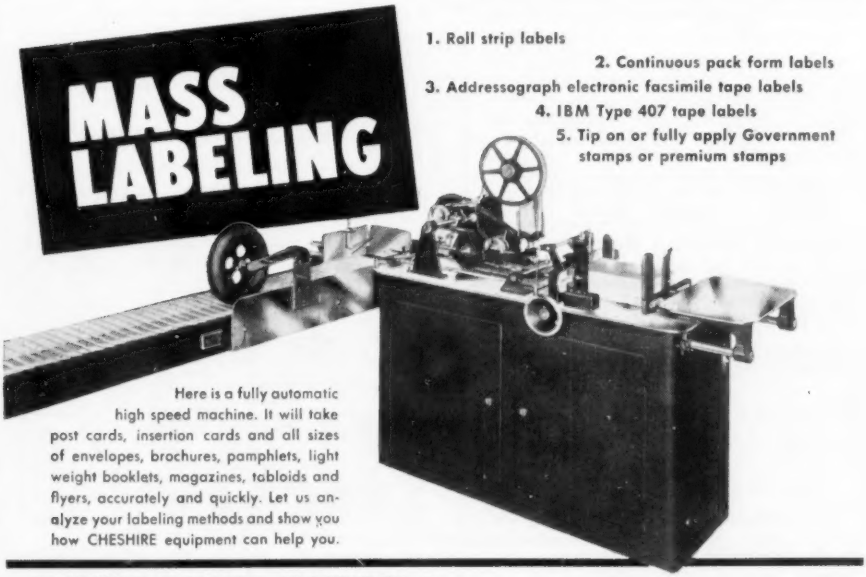
For More Information Circle No. 129

be used in any light and makes possible the examination of a section of an engineering drawing or other microfilmed document. Aperture cards, jackets or unmounted film are slipped into a slot under the optical lens. Best results are obtained by viewing against a light background, such as a piece of white paper or a light wall. The Micro-Midget weighs 5 ozs., fits the pocket and affords a 4x magnification. Lens diameter is 12.69 mm or ½". To scan the entire area of a 16 or 35 mm frame of film the user shifts the card, jacket or unmounted film strip across the lens area. **For More Information Circle No. 369.**

TYPE-PLATEN CLEANER

I. T. Morris Co., Box 126, Canandaigua, N. Y., makes the Morris Type and Platen Cleaner in an Aerosol dispenser which is easy and fast to use, It sprays on at the touch of a valve, cleans typewriter type and prevents keys sticking, and improves surface of rollers to prevent paper slipping. The fluid contains no carbon-tet, is safe, non-toxic and non-flammable. It is clean to use and economical because it cannot spill or evaporate. Morris Type

and Platen Cleaner can be used to degrease all machine parts, clean fingerprint plates, etc. Sells for $1.50 a can. **For More Information Circle No. 358.**



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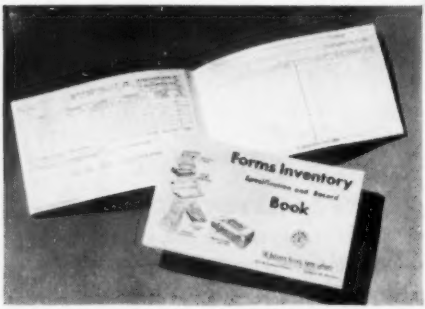
FORMS INVENTORY

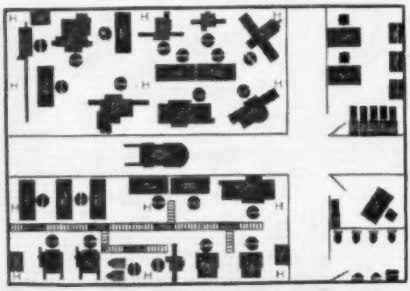
Baltimore Business Forms Co., Dept. A, 3144 Frederick Ave., Baltimore 29, Md., offers an improved forms inventory, specifications and record book. It has a monthly usage scale which, when matched with the balance-on-hand column and checked against the minimum



time required to print, assures the user getting his forms ordered in time. Each of the inventory pages is backed up with a forms specification sheet for compiling complete information necessary for reordering. The inventory sheets may be kept in the book, or removed and kept in an 8″ x 5″ file. For a free copy of this useful book, **Circle No. 407.**

COLORED LAYOUT TEMPLATES

Repro-Templets, Inc., Oakmont (Allegheny Co.), Pa., makes a complete line of colored templates and continuous lay-



out tapes in colors for color coding layouts, control charts, graphs, etc. The templates are on white acetate film

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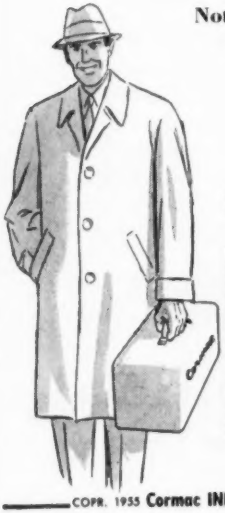

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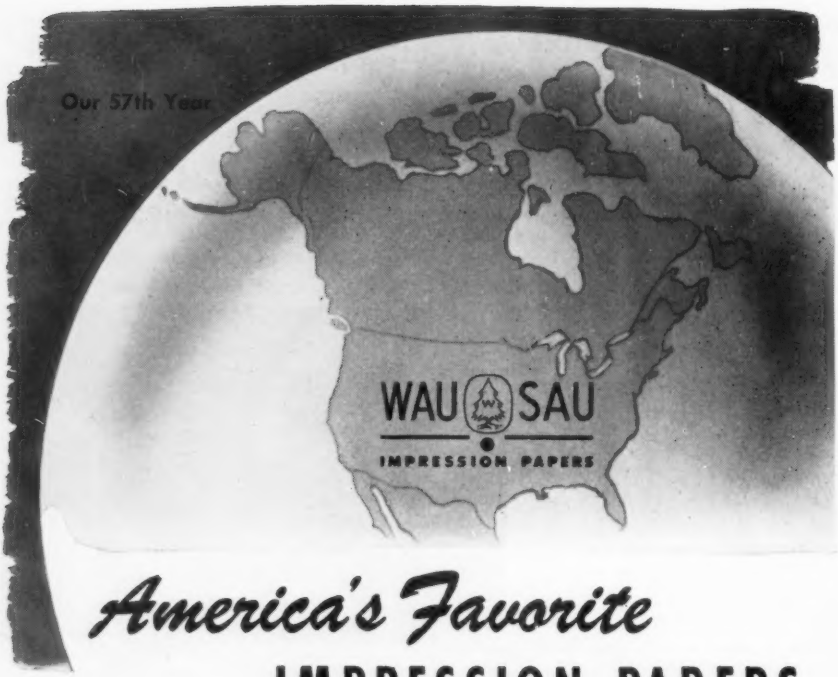

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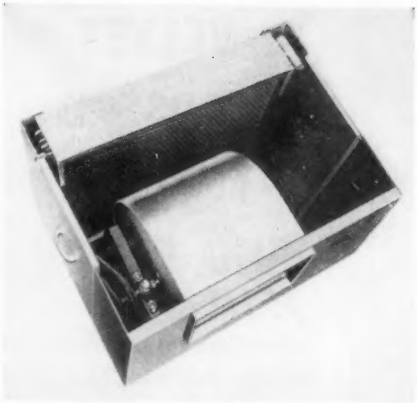
and the matching tapes have the colored patterns between two transparent film layers. This prevents colors being rubbed off and makes tapes stronger. Template patterns include office equipment and furniture, as well as plant equipment. Tape patterns include architectural details, as well as patterns for charts, graphs, and industrial production layouts. Illustrated literature shows the tapes in actual colors, contains informative data on their use and prices. For free literature, **Circle No. 368.**

AIR CONDITIONERS

United States Air Conditioning Corp., 3300 Como Ave., S.E., Minneapolis 14, Minn., makes a line of air-cooled condensers to eliminate the need for water in packaged air conditioner installations. Four models of 2, 3, 5 and 7½-ton capacities are for installations where water for refrigerant condensing is scarce or costly, or where waste water disposal presents a problem. The units comprise a motor, blower and condenser coil in a weatherproof cabinet. Designed for installation at any point remote from the packaged air conditioner, inside or outdoors, wherever a continuous supply of outside air can be provided. Installation requires only the connection of two copper lines to the air conditioning unit, one to



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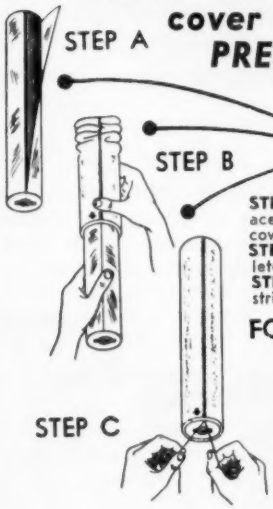

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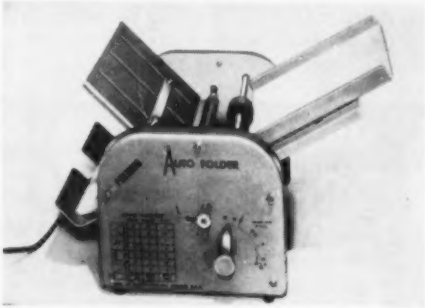
For More Information Circle No. 328

carry hot refrigerant gas from the compressor and the other to return the condensed liquid to the receiver. The equipment measures 39″ wide, 27″ high, 28″ deep in the 2-ton model; and 70″ wide, 50″ high, 30″ deep in the 7½-ton unit. Electrical requirements are single-phase, 230 volts for 2, 3 and 5-ton models and three-phase, 220-volt for the 7½-ton. A three-phase unit is also available in the 5-ton capacity unit. **For More Information Circle No. 401.**

FOLDING MACHINE

Martin-Yale, Inc., 2100 W. Fulton St., Chicago 12, Ill., announces that a user survey has resulted in several design changes in the Martin-Yale Automatic Folder to meet user requirements. One is a new control feature to simplify sheet separation. Another is an internally cooled motor which permits continued

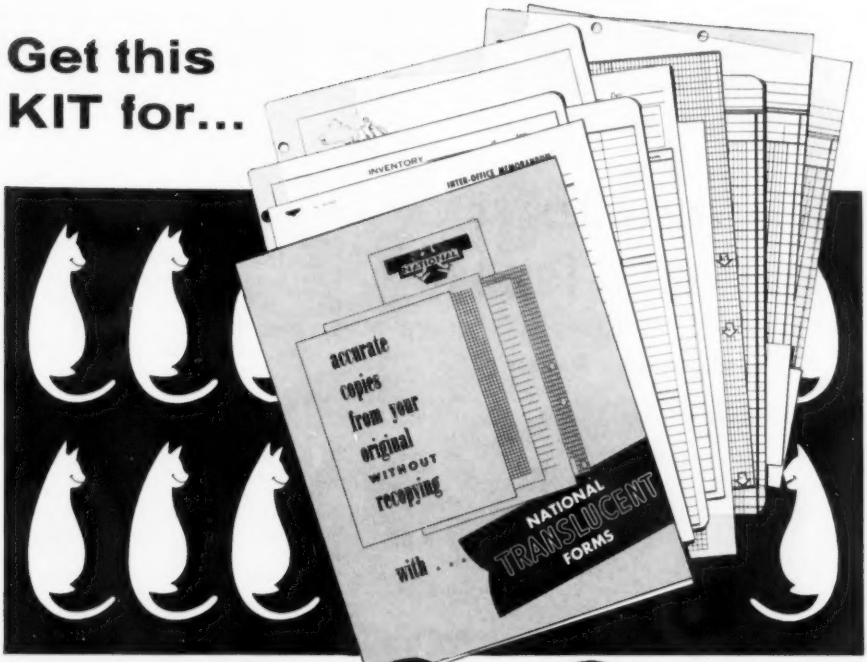


heavy duty usage for long periods. A third is the sheet control feature which permits multiple sheets, stapled or unstapled, to be folded together in groups of up to six sheets of Sub. 16 paper. Other recent improvements include much closer folding tolerances. The machine can be easily regulated so that folding is accurate. For complete information on hand and electric models, **Circle No. 417.**

SHIPMENT ADDRESSING STENCILS

Weber Marking Systems Div., Weber Addressing Machine Co., Dept. 8-E, Mount Prospect, Ill., offers literature describing shipment addressing stencils

Get this KIT for...



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Whatever your direct print process (Ozalid, Bruning Copyflex, Pease, Paragon Revolute and others) — they're all at their best when fed National Translucent Forms to duplicate reports, drawings, charts and records. Copies are CLEARER . . . MORE QUICKLY RUN OFF THAN EVER. Here's why — (1) We've made technical advances in stepping up the sheet's translucency. (2) We use more opaque inks in rulings and headings. Reproduces lead pencil, ink or typewritten matter equally well.

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- Comparative Sales Record
- Inter Office Memorandum
- U. S. Outline Map
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- Form Layout Sheets (pica or elite spacing)

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Enclosed find $1.00 for "Better Record" catalog ☐

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For More Information Circle No. 159

Over 5,000 Printers use them!

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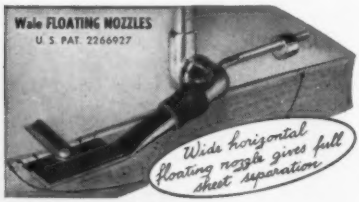
FLOATING NOZZLES

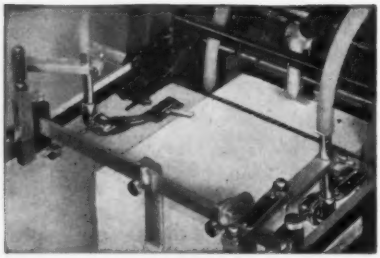
STOP Mis-feeds

on your Multilith, Davidson and Webendorfer Presses!



Having feeding trouble with your OFFSET duplicator?

Cut waste and operating costs — feed tissue, card, book paper without mis-feeds!



Shown installed on Davidson Duplicator

WRITE for more information and your copy of **"Pressman's Paper Feeding Guide"**, packed full of tips on paper feeding!

Manufactured by

ROLLER PRESS

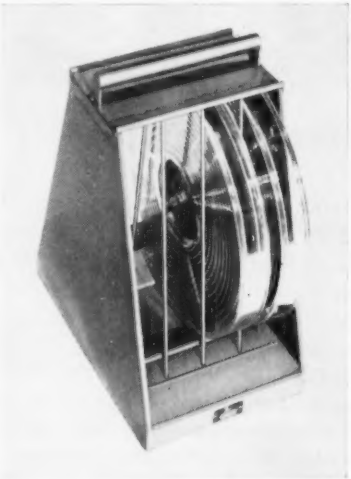
300 BROADWAY, SAN FRANCISCO, CALIF.

For More Information Circle No. 262

that can be cut on typewriter, automatic tabulating equipment, Flexowriter, Teletype and other office machines as part of order-invoice writing procedure. One bulletin describes the Weber Tab-On Stencil which can be cut as a by-product of forms writing, and another bulletin describes the Weber Continu-matic Stencil, mounted in continuous form on a marginal punched carrier sheet, for cutting independently of forms. These stencils can be used with any Weber hand duplicating devices and machines for addressing labels, tags or directly on cartons. **For More Information Circle No. 376.**

TAPE REEL TRAY

Monarch Metal Products, Inc., 724 S. Columbus Ave., Mount Vernon, N. Y., makes Portable Tape Reel Trays for storing and carrying IBM automatic data processing tape. The unit illustrated



holds four reels in separate compartments for easy insertion and removal from either side. Reels are automatically locked in place when handle is moved a fraction of an inch and cannot fall out when carried. Tray has a label holder. **For More Information Circle No. 392.**

LIFTING HAND TRUCK

L-S Heating & Engineering Co., 977 W. Lycoming St., Philadelphia 40, Pa., makes the Hyker, a lightweight welded magnesium hand truck that walks upstairs on rubber-treaded climbing legs when its handles are pumped, and lifts heavy office machines over obstructing furniture onto desk or counter on its screw-operated lifter shelf. Also popular

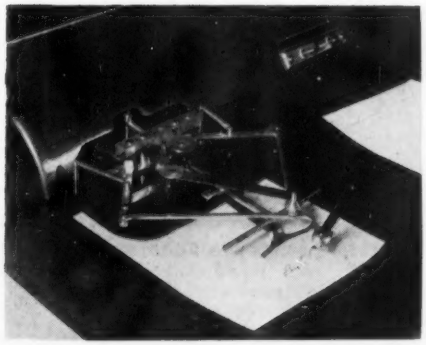
for placing air conditioners on window sills and removing them for service. The Hyker makes its user independent of a helper, and capable of handling loads equal to twice his own weight safely up and downstairs and on and off vehicles. Its recessed axle ends cannot chip door jambs. The self-rewinding web belt will not drag on the ground and soil future loads. The Hyker is a useful piece of equipment for offices, office machine salesmen and service men. **For More Information Circle No. 431.**

BOXED RAG PAPERS

Ditto, Inc., 2242 W. Harrison St., Chicago 12, Ill., announces a line of high quality boxed rag papers for office and professional use. The line is the first boxed paper for the company which previously sold only coordinated duplicating papers. The line includes two basic grades: Lincolnwood Bond, a 100% rag paper, available in Subs. 20 and 16;

this machine writes pen signatures automatically!

Autopen



Can you allot the required amount of time to the personal signing of daily routine correspondence and other papers and documents which require your signature?

For more than fifteen years Autopen has been releasing many executives from the tedious and time-consuming task of signing correspondence, diplomas, awards, bonds, policies, etc.

Autopen provides an actual pen and ink signature—exactly as you write it—up to 3,000 times a day. Any junior clerk or secretary can affix your personal signature to all documents regardless of whether you are available to sign them or not. Write today for information on the purchase or rental of Autopen.

LETTERSHOPS: Offer your customers Autopen service on automatically typed letters—the ultimate in facsimile letter production.

INTERNATIONAL AUTOPEN CO.

1026 20th St., N.W., Washington 6, D. C.

For More Information Circle No. 302

Work savings alone pay Rol-Dex cost in less than one year for airline!

The illustration shows an agent in the reservations section of a large national airline, checking reservations at a Rol-Dex unit. The flexibility of the unit permits from one to twelve agents to work the unit at one time—according to the work load.

When standard equipment could no longer meet the needs of this airline, Rol-Dex designed a special unit to do the job, which:

- *Doubled the filing capacity in less floor space*
- *Reduced error*
- *Eliminated lost cards*
- *Provided excellent expansion potential*
- *Decreased filing time*

ROL-DEX

WATSON MANUFACTURING CO., Inc.
Rol-Dex Division, Dept. F-6
Jamestown, New York

Please send me information about ROL-DEX record units.

Company .....
Name ..... Title .....
Street ..... Zone .....
City ..... State .....

Send for more information on this and other ROL-DEX installations

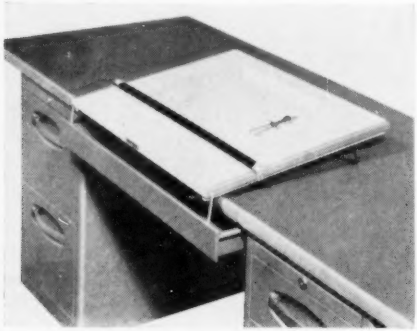
WATSON (established in 1887) also builds a complete line of filing cabinets and courthouse, bank and hospital equipment.

For More Information Circle No. 241

Evanston Bond, a 25% rag paper, available in Subs. 20, 16, and 9 (onionskin). Both grades are available in a distinctive bright white only. Other items of business papers will be added to the boxed line in the future. Suggested retail prices range from $3 per box (500 sheets) for Evanston onionskin, to $7.50 per box for 20 lb. Lincolnwood Bond. **For More Information Circle No. 366.**

FOLDING DRAWING BOARD

Arnot-Jamestown, 730 Fifth Ave., New York 19, N. Y., makes the Arnot Foldaway Drawing Board which tucks away in a center drawer beneath a table or desk and slides out at a moment's notice. Designed particularly for executives and supervisory personnel whose duties call for a little drawing or drafting in addition to regular desk duties. The unit,



consisting of the complete drawer, drawing board and parallel rule, was designed to go with the Arnot line of office furniture components, but it can be easily bolted or screwed to any conventional desk or table top. When folded away, the drawing board is completely out of sight and the whole unit appears as a conventional center drawer, leaving the desk or table top completely clear. Self-contained suspension fixtures equipped with nylon roller tracks assure smooth gliding of the drawer. The drawing board itself, attached to the drawer by specially-designed hinges moves easily into position on the desk top at a com-

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PAPER CUTTER
FOR SMALL JOBS IS BUILT
TO SELL SO LOW!

For all mimeograph, duplicating, small offset or reproduction departments; for stationers, advertising agencies, photo finishers, banks, insurance companies, schools, colleges, small printers, letter shops, offset shops.

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30 Models. Systems Sorting Service
THOUSANDS IN USE
For fast hand-sorting of cards, checks, letters, invoices, orders, business forms or public documents. We make all types from tiny desk models to shuttle-carriage machines. Write for illustrated circulars.
Representatives everywhere.
Associated Industrial Designers
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Plant: 1248 East Sixth Street
Warehouse: New York, Chicago

For More Information Circle No. 306

fortable working slope. Complete with parallel rule attachment, unit comes in two sizes: a 24″ x 24″ drawer with a 20″ x 15″ board at $26; and a 30″ x 30″ drawer with a 26″ x 21″ board at $31.25. Three colors are available: mist green, silver gray and tan tone. **For More Information Circle No. 384.**

SHELF FILE NUMBERER

Bates Mfg. Co., Orange, N. J., makes hand numbering machines that print numbers vertically, instead of horizontally. Designed for open shelf filing systems using metal or paper guide tabs that require a verticle number for easy reference. Some folders in open shelf files are also designed for verticle numbers and the same machine can be

utilized here. The Bates verticle numbering machine is produced in three models. A seven-wheel lever action movement lists at $94.50. The six-wheel lever action movement is $89.50. A six-wheel, automatic movement, three cycle machine sells for $89.50. All three models are self-inking after each impression. For firms requiring verticle numbers for their terminal digit indexing system, the machine can be converted for this specific use at the factory. **For More Information Circle No. 364.**

CAFETERIA COOLER

Sunroc Corp., Glen Riddle, Pa., makes the Cafeteria Cooler in capacities from 6 gph to 42 gph, all in convenient 36″ counter-height, 28 1/16″ wide, and 21 3/16″ deep. The Sunroc Cafeteria cooler uses a modern coil-cooling system as opposed to a storage tank. Cooling unit has seamless copper tubes that instantaneously cool the water. All water is fresh and clean, without sedimentation.

Available for either wall or island location with no bulky, protruding parts. The cabinet is made in stainless steel or gray hammertone enamel finish. Stainless steel top and drain grill is equipped with glass fillers, bubblers or a combination of each to meet individual requirements. Double-headed glass fillers are available for island locations to permit easy accessibility from all four sides. All fixtures are highly polished chrome plate. Stainless steel top and side shelves are supplied on special order, and cabinet accommodates up to two side shelves on either or both sides. Shelves provide up to 15 sq. ft. of storage space for glasses and trays, and increase serving convenience in cafeterias. **For More Information Circle No. 404.**

How I hate to wait at the stamp window!

Gets rid of lick and stick mailing!

Oh my gosh! We're out of stamps--again!

Gets the mail--and me--out on time!

Now every office can have one!

Today even your smallest branch office can have a postage meter . . . and get rid of adhesive stamps and lick-and-stick mailing —for good! And you can get *complete* postage control through your organization.

The desk-model postage meter, the DM, is easy to use. Insert the envelope, dial the amount of postage you need, press the lever—and the letter is stamped and postmarked. Handles any kind of mail including parcel post. With every meter stamp, you can print your own small ad, if you want one. And there's a moistener for sealing envelopes.

Metered mail doesn't have to be cancelled in the postoffice, can get on its way faster.

Electric model for large mailers

Postage in the meter is protected from loss, damage, theft . . . and automatically accounted for.

You no longer have to send out a lot of mail to be a meter-user. One DM user in three spends less than $1 a day for postage!

There's a meter model, hand or electric, for every office. Ask the nearest PB office to show you. Or send coupon for free illustrated booklet.

FREE: *Handy desk or wall chart of Postal Rates, with parcel post map and zone finder.*

PITNEY-BOWES
PB Postage Meter
Offices in 94 cities in the U.S. and Canada

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Send free ☐ *booklet,* ☐ *Postal Rate Chart to:*

*Name*_____

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For More Information Circle No. 237

Protect Confidential Papers from Prying Eyes

New portable office paper shredding machine safeguards your business secrets

Now you quickly and easily destroy confidential papers and obsolete records right in your own office with the new Shredmaster Bantam 10.

This is the only portable shredding machine designed especially for office use. Just the size and weight of business typewriter, the Bantam 10 destroys confidential papers quietly and cleanly. Greater capacity, speed and safety. Exclusive slanted gravity feed speeds shredding of paper in multiple thicknesses. Anyone operates the Bantam 10. Safety throat assures protection.

The Bantam 10 is now available at a new low price from authorized dealers throughout the country.

FREE 10-DAY TRIAL: Write today for illustrated descriptive folder which gives details of 10-day free trial. Without charge or obligation, write *Brochure 15* on letterhead and mail to

The Shredmaster Corporation
9 East 40th Street, New York 16, N. Y.
A Division of Self Winding Clock Co., Inc.

For More Information Circle No. 267

COPYHOLDER

Pres-To-Line Corp. of America, 2339 Cotner Ave., Los Angeles 64, Calif., makes the Model 55-M Pres-To-Line Copyholder which is similar in appearance to the popular 50-A Model but has three new attachments: magnifier for close reading, law book holder for legal and bulky reference material and Lumiline lamp to reduce glare and spotlight

material being copied. Additional features of the Model 55-M include a foolproof ratchet type clutch, precision adjustment for 1″, 2″, 3″, 4″ or any intermediate spacing and streamlined overall design to match any and all of the new pastel typewriter colors. The new clutch was perfected after one prototype was tested over a million times with no observable wear and no service required. **For More Information Circle No. 387.**

TYPEWRITER RIBBONS

Kee Lox Mfg. Co., Rochester 1, N. Y., are now packaging their typewriter ribbons in Gair-Reynolds Foiline boxes instead of tin containers. The new cartons are light, can be packaged automatically and require less storage space. The printed design shows the Kee Lox logotype in the center of the top panel against a red-striped silver band out-

lined by wide red bands on which the product contained and brand name appear. On the large carton holding a dozen ribbons, three of the side panels feature the logotype while the fourth has space for dealer's inventory record. On single ribbon cartons, the red and silver bands continue onto the side panels and the coding area is on the bottom panel. **For More Information Circle No. 405.**

letters look better on

brighter, whiter

WESTON BOND

Unhappy with your letterhead? Just ask your printer to run the next lot on brighter, whiter WESTON BOND. Typing goes faster, letters look neater, more impressive on this economical rag content paper made better by Weston. Available in colors and matching envelopes.

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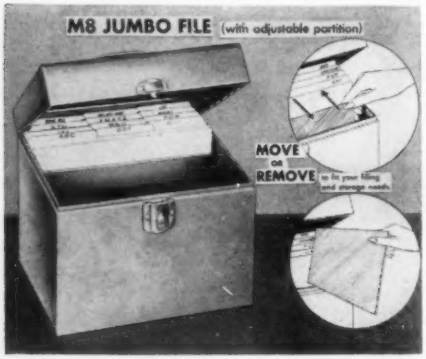
BYRON WESTON COMPANY
DALTON, MASSACHUSETTS

Makers of Fine Papers for Business Records Since 1863

For More Information Circle No. 188

LARGE PERSONAL FILE

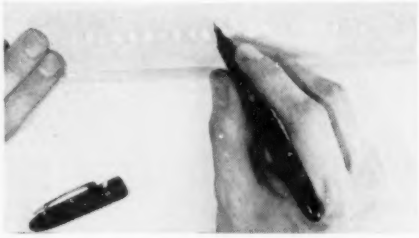
Jayem Sales Corp., 31 Coffey St., Brooklyn 31, N. Y., makes the M-8 Jumbo File, a large personal file with adjustable partition for dual use. It enables user



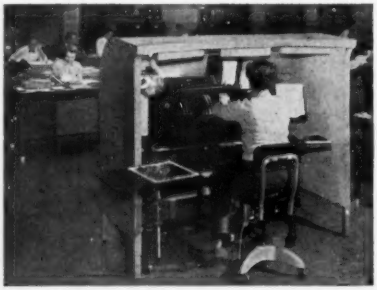
to move or remove material to fit both their filing and storage needs. Complete with A to Z index folders, compartment for valuables or important papers, and lock and key, in green, gray, rose and blue hammered baked enamel. Letter size is 10″ x 10″ x 12½″; legal size, 10″ x 10″ x 15½″. **For More Information Circle No. 389.**

DRAWING FOUNTAIN PEN

Koh-I-Noor Pencil Co., Bloomsbury, N. J., now makes the Rapidograph technical fountain pen in four line widths: the new No. 0 extra-fine point-section,



No. 1, No. 2 and No. 3. In spite of the fineness of the No. 0 line, india ink is said to flow smoothly without clogging and to start writing immediately after lying idle, exactly like the other sizes. **For More Information Circle No. 377.**



Executive offices are QUIET . . .

which permits you to think clearly without undue fatigue. This quiet atmosphere is beneficial to office workers, too, especially operators using noisy machines.

SOF'TONE Acoustinets are "offices within offices" and provide this quiet atmosphere for everyone.

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Write for details. Give machines, makes, models you use and measurements.

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ACOUSTINET

305 AMERICAN STANDARD BUILDING
BUFFALO 7, NEW YORK

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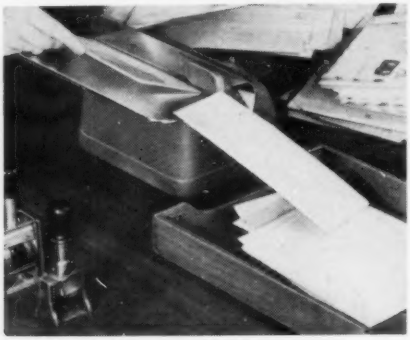
POSTO-E

NEW!

ELECTRIC LETTER OPENER



An automatic Electric Letter Opener that every office can afford —

NEVER BEFORE AT THIS LOW PRICE $99.50*

*Plus Fed. Excise Tax.

- **COMPACT** — Occupies only 6" x 8" of desk top space.
- **PAYS FOR ITSELF** — Even in small offices by saving letter opening time and speeding your mail distribution.
- **NO SORTING** — opens any size or thickness of envelope without sorting or adjusting.
- **SIMPLE TO OPERATE** — anyone can use it with little or no instruction.
- **NO WASTE STRIPS** — opens envelopes without cutting off waste strip.
- **GUARANTEED FOR ONE YEAR** — Precision built for years of heavy duty, trouble free service.

Standard Stationery Supply Co.
1020 S. WABASH AVE., CHICAGO 5, ILL.

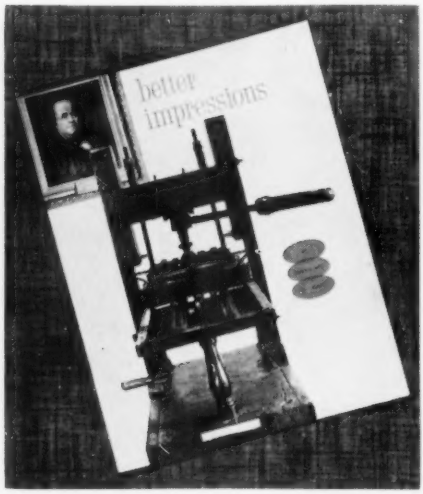
Write for free 368 page catalog of office supplies, furniture, and equipment.

DEALERS NOTE: Exclusive franchises available in many cities. Write the POSTO-E distributor—
GENERAL STATIONERS SUPPLY CO.
1018 S. Wabash Ave., Chicago, Ill.

For More Information Circle No. 269

ADVICE ON PRINTING

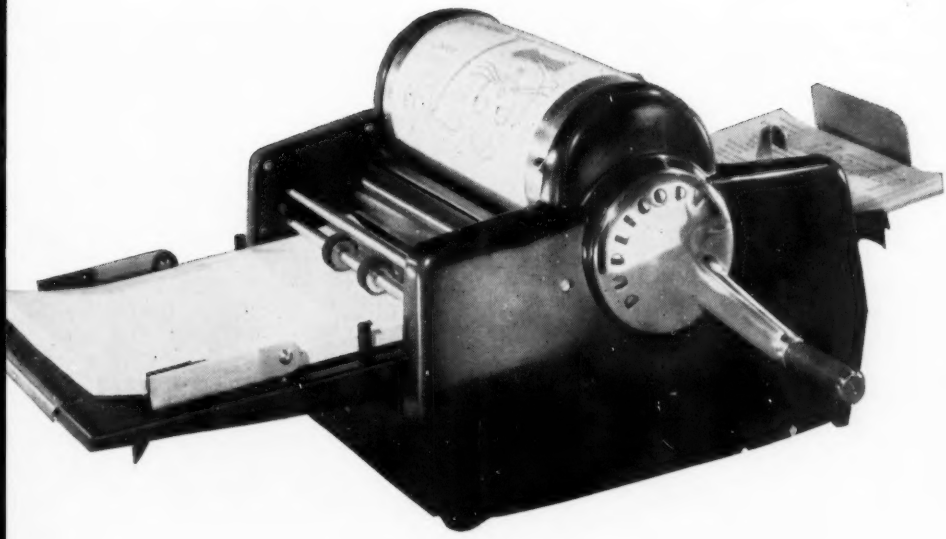
Mead Papers, Inc., 118 West 1st St., Dayton 2, Ohio, publishes "Better Impressions," a colorful paper demonstrator. The latest issue of this quarterly publication contains a variety of interesting articles. One is a resume of the proper tactics to employ for the best



printing results. Another enumerates the reasons why belated changes in typeset copy cause costs to mushroom. Sparkling artwork and tasteful typography illustrate modern layout and design, with fine printing that demonstrates these Mead papers. To receive a sample copy of "Better Impressions," send a request on your company letterhead or **Circle No. 372.**

MOBILE STORAGE

Mobile Storage Div., Dolin Metal Products, Inc., 315 Lexington Ave., Brooklyn 16, N. Y., offers literature showing how to add from 30 to 70% more actual storage equipment to existing storage areas, without the addition of a single foot of floorspace. The literature shows how Mobile Storage decreases the number of aisles needed, converting aisle



New Spirit Performance with

MAGIC FLUID FLOW*

Remarkable Duplicopy exclusive moistening system assures perfect copies right from the very first one, no streaks, no flooding. Duplicopy has every advanced feature for simplified operation at low cost. Automatic and hand feed models available. Write for complete information today.

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Dealer Franchises available

Dealer inquiries invited to sell the profitable line of Duplicopy machines and supplies. Complete plan for promotion and merchandising furnished for your market.

MAIL COUPON TODAY

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224 West Illinois Street • Chicago
Please send me complete information on Duplicopy.
Please check ☐ Dealer ☐ User

Name .....

Company .....

Address .....

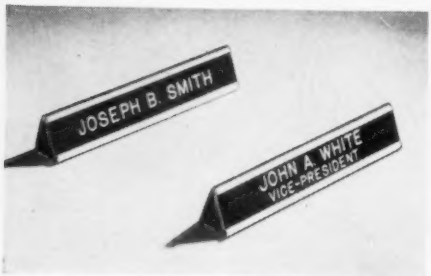
City ..... Zone ..... State .....

For More Information Circle No. 323

space to actual storage areas, utilizing the existing storage equipment. In many instances only one aisle is required for six, eight and more rows of equipment. For a free copy of the literature, **Circle No. 370.**

DESK NAMEPLATE

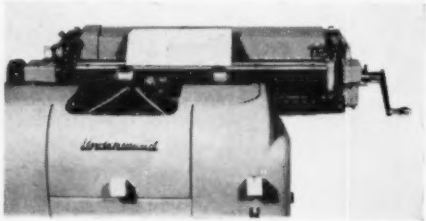
Wama Co., Industrial Bldg., Baltimore 2, Md., makes desk Tell-A-Name signs with name and title of executive



or worker. Sign is 6″ wide and 1⅛″ high and made of satin hardwood trimmed with aluminum. Base is finished in gray, black or mahogany; nameplate is black Formica slide etched in white. Slides with new names are easily inserted. Signs are $2.95 each and names slides $1.95 each. **For More Information Circle 386.**

ADDRESS TYPEWRITER

Underwood Corp., 1 Park Ave., New York 16, N. Y., makes the Address-Typer for the Underwood Model 12 electric typewriter. This is a fast card inserting



platen which automatically positions master cards from which the Addressograph-Multigraph electronic printer can reproduce addresses on envelopes and

The most Accurate drafting unit!

EMMERT DRAFT-RIGHT UNITS

EMMERT Draft-Right Units bring to the drafting room the ultimate in versatility and efficiency. These attractive all-steel units provide the operator with everything needed—drafting machine, counter-balanced adjustable board, reference area, tool and storage space.

EMMERT Units may be assembled in either right or left hand arrangements. Finished in rich grey with mist green linoleum tops, they blend perfectly with any color scheme.

Write to Dept. O for Bulletin No. 800

EMMERT DRAWS THE ACCURATE LINE

EMMERT MANUFACTURING COMPANY WAYNESBORO, PENNSYLVANIA

MANUFACTURERS OF PRECISION DRAFTING EQUIPMENT

For More Information Circle No. 284

Now Cut Your Collating Costs by 70% with the all new THOMAS COLLATOR

Here's exciting collating news! Now, as never before, you can cut those painfully high collating costs with the *all new electric-powered or mechanically operated* Thomas Collator!

And *only* the *all new* Thomas Collator offers *all* of these important operational and design features. There's exclusive Speed Load Control that permits faster, easier stacking in bins . . . new Rotating Feed-Fingers for unparalleled efficiency . . . increased bin capacity and size . . . 3 models, 6 sizes from *new* table-top to *new* tandem . . . beautiful modern styling . . . and so many, many more important built-in advantages!

Whether you spend 2 or 200 hours a week collating sales bulletins, price lists, reports or any other duplicated material, there's a specific model to fit your needs.

Today find out how you can say a thankful "good riddance" to the time waste and confusion of old-fashioned collating methods. Fill out and mail coupon for your free copy of our colorfully illustrated brochure that tells how to increase efficiency, perk up office morale and reduce costs by as much as 70%.

Thomas Collators Inc.

More In Use Than All Other Makes Combined

165 SALES AND SERVICE OFFICES COAST-TO-COAST

Thomas Collators Inc., Dept. B
50 Church Street, N.Y.C. 7, N.Y.

- ☐ FREE New Full Color Brochure
- ☐ FREE Thomas Collating Cost Calculator
- ☐ Demonstration at my convenience.

NAME _____
(Please Print)

COMPANY _____

ADDRESS _____

CITY _____ STATE _____

VISIT OUR BOOTHS 475, 572 and 573, AT THE N.O.M.A. CONVENTION, MAY 20-24.

For More Information Circle No. 106

For More Information Circle No. 281

other surfaces at speeds up to 12,000 per hour. The Address-Typer snaps the card into place, accurately aligns it horizontally and vertically, and holds it in the proper location while it is typed. This insures absolute precision printing, a primary requirement for reproduction by the electronic printer. The card inserting platen can be used to master-print addresses on cards manufactured by any of the leading punched card producers. All necessary data for a complete accounting and records system, including a master address file, may be on one card. The Address-Typer is equipped with large type, 6.4 letters to the inch, with type face of special design for clear sharp reproduction on the electronic printer. **For More Information Circle No. 385.**

ACETATE OFFSET PLATE

Colitho Div., Columbia Ribbon & Carbon Mfg. Co., 300 Herbhill Road, Glen Cove, N. Y., has added a low cost sensitized acetate plate to its line of offset duplicating supplies. The Colitho No. 6000 Sensitized Negative Acetate Plate is recommended for superior linework.

Quality halftone work also can be done on slightly shorter runs. Developer for the No. 6000 Colitho Plate is sold in powder form, packaged in sufficient quantity to develop 50 plates. Just one no-rub application of the fast acting one-

"trigger touch" electric stapling saves time, effort, money!

Bates Stapler "shoots" 5000 staples at one loading...ELECTRICALLY!

- Eliminates tiring manual work, speeds up jobs . . . quickly pays for itself
- Acts at touch of paper
- "Shoots" rustless brass staples rifle fast
- Made with both single and double stapler heads
- Fastens up to 20 sheets
- Stands up for years, proved in actual hard use
- Compact, quiet, only 27 lbs.
- Rubber toes protect desks
- 110-120 AC motor drive, 60 cycles, hair trigger switch

clip coupon for full information →

the **BATES** manufacturing co.
30 Vesey Street, New York 7

Makers of Bates Numbering Machines, Staplers, Eyeleters, List Finders, Stamp Pads, Perforators, etc.

THE BATES MANUFACTURING CO.
30 Vesey Street, New York 7, N. Y.

Dear Sirs: I would like more information on the BATES ELECTRIC STAPLER.

Name_____
Position_____
Company_____
Address_____
City_____ Zone____ State____

For More Information Circle No. 117

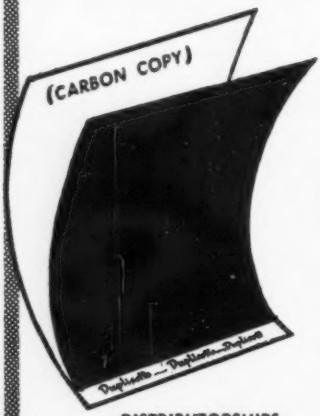
"IT'S CLEAN, QUICK AND EASY WITH Duplisette!"

THE NEW
READY-MADE

Duplisette

SECOND-SHEET & CARBON SET

for typewritten carbon copies



Letters and all typewritten matter go fast with Duplisette—the wonderful new second-sheet and carbon unit! NO more fussing with loose carbons! NO collating! NO more smudged fingers or dirty letters!

And you may make as many carbon copies as you need at one writing—by simply adding Duplisettes.

Available in white, canary, pink, blue and green.

Try Duplisette at our expense—once you've used these modern time-and-money-savers you will never go back to the old fashioned loose-carbon method again!

Another fine product by the manufacturers of

Blue Chip BUSINESS FORMS

DISTRIBUTORSHIPS AVAILABLE

CARTERET PRINTING COMPANY

480 CANAL STREET • NEW YORK 13, N. Y. • WOrth 6-1454

Please send FREE samples and complete information on your new DUPLISETTE.

NAME_____ TITLE_____

FIRM_____

ADDRESS_____ O-5

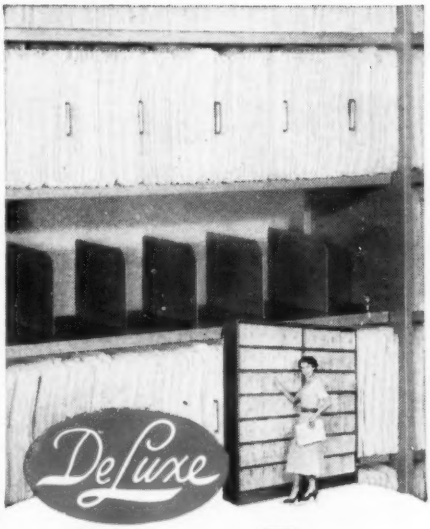
For More Information Circle No. 242

step developer over the entire plate surface is necessary. The ease and speed of developing allows the operator to develop the plate directly on the plate cylinder of the duplicator. The image inks up immediately for a quick first copy. Exposed undeveloped plates may be stored in a lightproof envelope or box for several days without fear of image loss. These Colitho Negative Acting Sensitized Acetate Plates are wrapped in foil lined packages of 50 plates each; two packages per box. All popular duplicating sizes and punchings are available. **For More Information Circle No. 393.**

DESK CALENDARS

Columbian Art Works, Inc., 2300 W. Cornell St., Milwaukee 9, Wis., offers their catalog showing the complete line of 1957 Success Desk Calendars and Tear-Kleen Wall Calendars. Printed in five colors, all pads and bases, as well

as wall type calendars, are reproduced in natural color in the catalog. Complete descriptive matter is given for each calendar as well as comparative punching charts and other information for ordering. For a copy of the catalog, **Circle No. 403.**

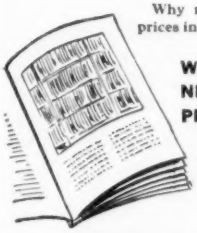


VERTI-FILE
TRADEMARK

THE LOWEST COST, MOST EFFICIENT SYSTEM FOR FILING ACTIVE RECORDS

The "Verti-File" open shelf filing system couples the economy of a low capital investment with *high speed filing* efficiency. This system is most suitable for new installations, but if you are adding to your present filing set-up, it is easily adaptable to all filing methods.

Why not have our literature and prices in front of you?



WRITE FOR NEW BROCHURE AND PRICES on "VERTI-FILE"

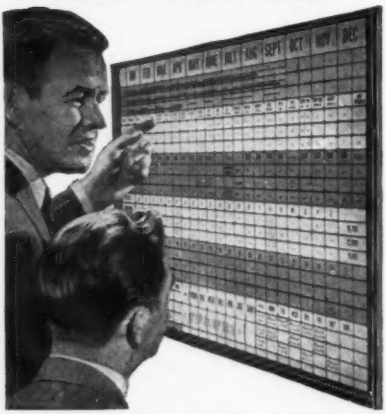
DELUXE
METAL FURNITURE CO.
446 Struthers St.
WARREN, PA.

A DIVISION OF THE ROYAL METAL MFG. CO.

Manufacturers of library shelving, industrial shelving, and factory furniture for over a quarter of a century.

For More Information Circle No. 288

How To Get Things Done Better And Faster



BOARDMASTER VISUAL CONTROL

- ☆ Gives Graphic Picture — Saves Time, Saves Money, Prevents Errors
- ☆ Simple to operate — Type or Write on Cards, Snap in Grooves
- ☆ Ideal for Production, Traffic, Inventory, Scheduling, Sales, Etc.
- ☆ Made of Metal Compact and Attractive. Over 60,000 in Use

Full price $49.50 with cards

FREE 24-PAGE BOOKLET NO. F-200 Without Obligation

Write for Your Copy Today

GRAPHIC SYSTEMS

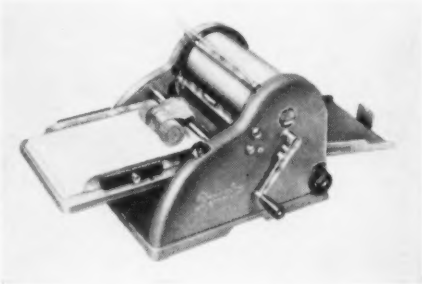
55 West 42nd Street • New York 36, N. Y.

For More Information Circle No. 286

For More Information Circle No. 287

SPIRIT DUPLICATORS

Du Prints, Inc., 1502 S. Main St., Los Angeles 15, Calif., announces the Duplicarbo Spirit Duplicator Model 50 in hand and electric models. Both models have automatic paper feed and both will feed a single sheet. Geared pump distributes fluid which is dial controlled. Other features include control to raise or lower impression for perfect registration, reset counter, automatic opening



and closing of master clamp, and reversable feed tray for narrow sheets. All copies are delivered face up. Measurements are indicated on cylinder and feed tray. A Plexiglas master guide eliminates wrinkling of masters. The duraluminum die-cast frame has adjustable rubber feet and leveling device. Finished in gray hammertone, the Duplicarbo Model 50 hand operated duplicator is $195 plus tax, electric $350 plus tax. **For More Information Circle No. 395.**

AIR CONDITIONING

Carrier Corp., Syracuse 1, N. Y., makes two lines of fan coil air conditioning units featuring extreme flexibility and economy of installation. Using remote sources of refrigeration and heat, and permitting individual zone control of temperature year-round, plus dehumidification, air circulation, filtering and ventilation, Room Weathermakers and Unit Weathermakers are available in cooling capacities from ½ to 1½ tons and air-handling capacities from 200 to 600 cfm. Centrifugal fans in all units assure

Be Seated... pleased!

Cramer ALUMINEASE posture chairs

Wonderfully comfortable, at home in the smartest surroundings, and made for such very long service that they actually cost LESS per year of use! Phone your Cramer dealer or use coupon below for free demonstration at your convenience.

ENGINEERED --- *not just "built"*

1—Spring-mounted foam-filled back rest.

2—Exclusive patented foam-filled seat cushion.

3—Free-moving swivel; can't wobble or stick.

4—Easy seat height and back adjustments.

5—Wide choice of easy-to-remove fabric covers.

Cramer

POSTURE CHAIR CO., INC.
1205 CHARLOTTE
KANSAS CITY 6, MO.

- Your Cramer dealer will be happy to work with you in selecting the right equipment for increased efficiency and economy (and oftentime better employee relations) to your office, plant or factory. No obligation.

Mail this coupon for a free demonstration at your convenience . . .

CRAMER POSTURE CHAIR CO., Kansas City 6, Mo.
Please arrange a free demonstration of Alumineaze chairs in my office.

Name _____

Address _____

Dept. O _____

For More Information Circle No. 107

add A-U-T-O-M-A-T-I-O-N

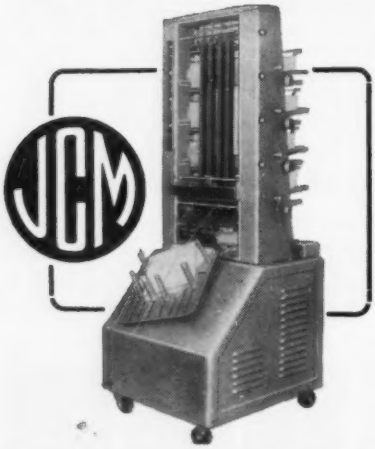
efficiency in your

COLLATING and GATHERING

with the

FULLY AUTOMATIC **JCM**

VERTICAL COLLATOR



Perfect for Fast, Accurate, Economical Collating and Gathering of:

BUSINESS FORMS, CATALOGS, BULLETINS, PRICE LISTS, HOUSE ORGANS, MANUALS, INSURANCE FORMS and every other collating job.

With the high-speed, fully automatic JCM VERTICAL, one operator working on a 4 part machine does the work of 6 to 10 girls working by hand. Handles any type of paper stock, in sizes up to 11" x 14". JCM Vertical Collators are made in multiples of 4 part units up to 24-stations, with automatic offset-pile delivery as standard equipment on all models.

WRITE FOR FULL INFORMATION TODAY!

J. CURRY MENDES CORPORATION

JCM

1 CURRY LANE • CANTON, MASS.

Western Offices:
500 S. Clinton St. • Chicago, Ill.

Eastern Offices:
22 E. 29th St. • New York, N. Y.

West Coast:
619 W. Washington St.
Los Angeles, Calif.

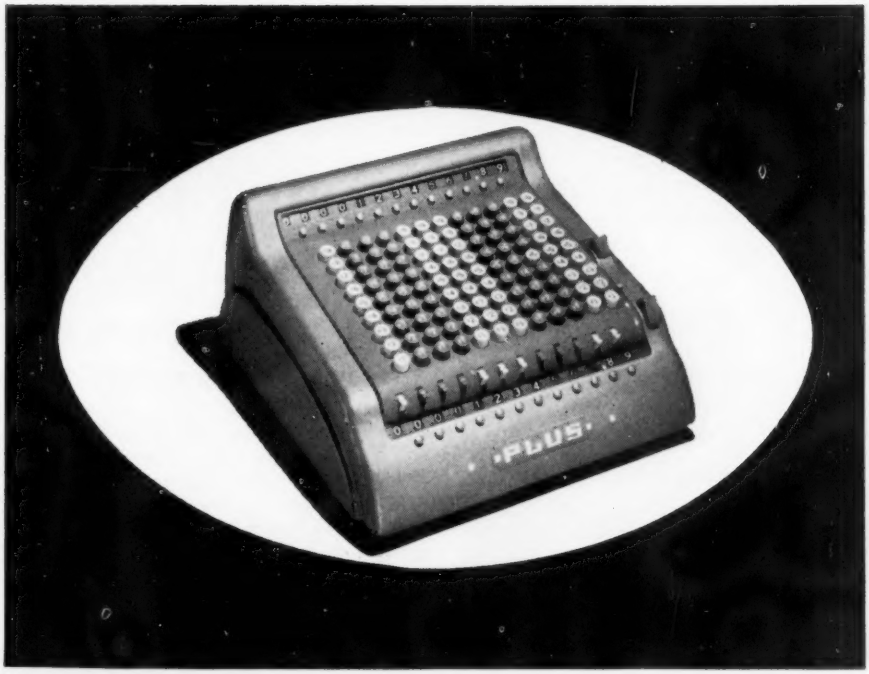
For More Information Circle No. 264

quiet operation. Multi-speed, life-lubricated motors are used on all models. No ductwork is required to bring cooling from the central source. The Room Weathermakers may replace radiators to provide both cooling and heating. They may be recessed completely into the wall underneath a window with top serving as a window sill and front flush with wall. They may be hung on the wall, mounted on legs; furred into, or suspended from, the ceiling. Verticle or horizontal installations are possible. Refrigerant for direct expansion operation, or chilled or warm water may be circulated through pipes from a central cooling or heating plant to the Unit Weathermaker's large copper coil which is wrapped with aluminum fins. The conditioning mechanism is directly behind the diffusing outlet for quiet, vibrationless operation. Compressor and condenser can be located in an area accessible for easy maintenance. **For More Information Circle No. 362.**

FLUORESCENT LAMP

General Electric Co., Nela Park, Cleveland 12, Ohio, makes the Power-Groove fluorescent lamp with double the light output of present tubes of equal length.

A series of lengthwise grooves along one side of the 8-ft. fluorescent tube permits a maximum circumference of the tube while constricting its inside area. Greater light output results from the increased area of lighted tube surface, higher wattage and more effective use



Duplex Electric Model 912 ED— *(Illustrated)* features extra 'Memory' Register, Automatic Accumulation, Subtraction and 'Full Cent' *but* represents no greater investment than other ordinary single register machines.

PLUS

- RAPID ADDERS
- HAND OPERATED CALCULATORS
- SIMPLEX ELECTRIC CALCULATORS
- DUPLEX ELECTRIC CALCULATORS

Plus Computing Machines, Inc.

5 Beekman Street, New York 38, N. Y.
Telephone REctor 2-0045

Plus Computing Machines, Inc.
5 Beekman St., N. Y. 38, N. Y.
Without obligation:

☐ Please arrange free demonstration in my office.

☐ Please send complete literature on your line of PLUS equipment.

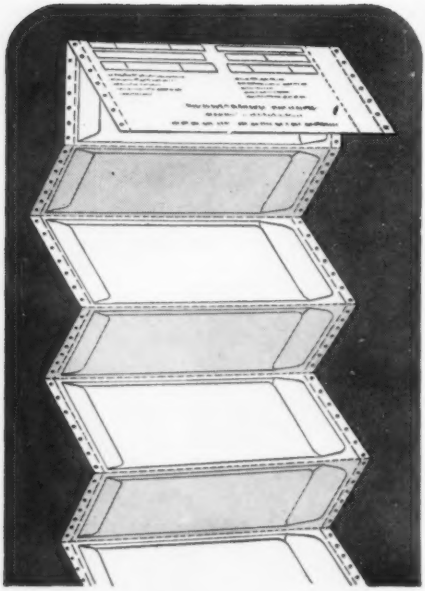
Name_____

Company_____

Address_____

City_____ Zone_____ State_____

For More Information Circle No. 297



CONTINUOUS

Pay Envelopes

allow the preparation of cash payroll records in one-writing at high speed on accounting machines, tabulators or typewriters. One operation prepares pay envelope, payroll register, pay receipt, etc. Continuous envelopes, designed to suit your requirements, bring you all the advantages of continuous forms. Now used by many of the country's best known firms. Write for facts and free samples.

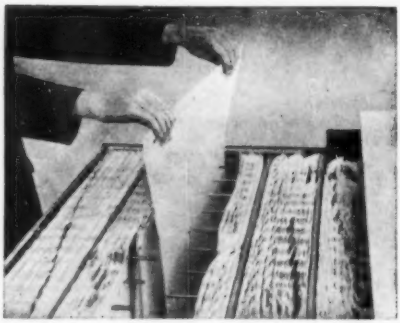
NEWARK PRINTING CO.

112 Academy St., Newark, Delaware
For More Information Circle No. 293

of energy within the tube. The rapid start principle is used in these lamps so that they will be essentially instant starting and have ballast equipment of minimum size and cost. New fixtures will have to be designed to accommodate the new lamp which will be used in new installations, not for replacements in existing fixtures. Basic length of the Power-Groove will be 8 ft., but 4-ft. lamps will be available to fill in where necessary. The lamp is 2⅛″ in diameter and rated at about 200 watts. **For More Information Circle No. 408.**

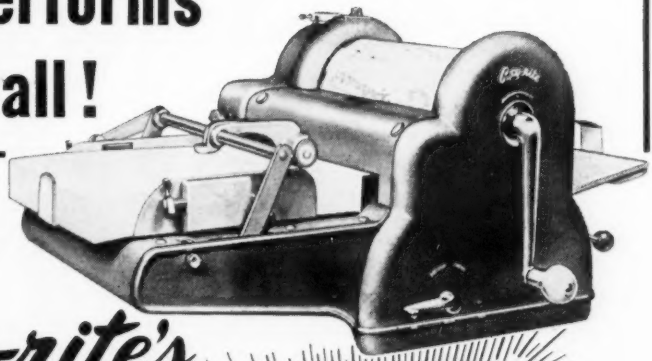
PLAN FILING SYSTEM

Agepa, Ltd., 56 Dufourstr., Zurich, Switzerland, makes the Plano-Class system for filing plans, drawings and other large sheets. This economical system provides high capacity and easy handling. Equipment consists of a frame with four compartments, each holding

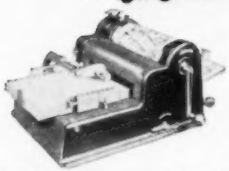


300 plans for a total of 1200 of size AO (33″ x 46″). The frame is housed in a wood or metal cabinet 59″ wide, 30″ deep, 44″ high. Vertical filing prevents tearing or wrinkling of filed material and various sizes can be filed one behind the other. This allows maximum utilization of space. A pre-punched fabric tape is attached to plans for hanging in the file and plans can be indexed. Above manufacturer seeks representatives or licensees. **For More Information Circle No. 373.**

Here's the Duplicator that out-performs them all!



Copy-rite's NEW MARGI-SET



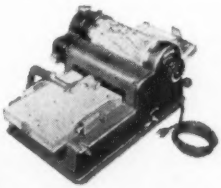
"LIFT-OUT" Rollers . . . another Copy-rite development! Just turn the pressure release to the "off" position and "lift" out one or all rollers, *with your fingers!* No tools or gadgets of any kind required!

WOLBER Copy-rite LIQUID DUPLICATOR

. . . a really major improvement in liquid duplicators . . . .

Now for the first time with Margi-Set, you have a liquid duplicator with a position control that raises or lowers the copy from a small fraction of a line to a full seven lines—makes even hair-line registration easy—incorporates a visible indicator which shows the "setting" at all times—shows how much the copy may be raised or lowered from its present position—*can be changed even while the machine is operating*—operates at the touch of a finger but which "locks" in place automatically.

Here's a machine you've got to *see*, got to *operate*, to really appreciate what has been accomplished. Now, more than ever, Copy-rite is your best bet—in simplicity, in design, in value! Write on your letterhead . . . TODAY!



WOLBER DUPLICATOR & SUPPLY CO.
1217 CORTLAND STREET · CHICAGO 14, ILLINOIS

Models shown are priced from $188.50 to $349.50. Other models as low as $157.50. All prices plus tax F.O.B. Factory.

For More Information Circle No. 108

A New Star Is Born!

This page is part of the exciting color-spread now appearing in U. S. NEWS & WORLD REPORT and BUSINESS WEEK announcing the sensational new Johnston Adding Machine.

It is the first of a series of advertisements scheduled to appear in leading national magazines throughout 1956.

The Johnston is sold and serviced exclusively by Office Machine Dealers. If you are interested in becoming an Authorized Johnston Dealer write, wire or phone immediately to the address below for full details.

Johnston
ADDING MACHINE COMPANY

13343 SHERMAN WAY, NORTH HOLLYWOOD, CALIFORNIA

For More Information Circle No. 154

NUMBERING MACHINES

American Numbering Machine Co., Atlantic & Shepherd Aves., Brooklyn 8, N. Y., makes American Visible Numbering Machines which allow the user to see the number for which the machine is set. The number is easily visible without turning the machine from its upright operating position. User always

knows the next number that machine will print. This saves time and errors. American Visible Numbering Machines are made in all styles for all numbering and dating purposes. This includes a choice of movements, number of wheels, and type faces. Illustrated literature shows the many variations available. **For More Information Circle No. 360.**

INDEX TABS

Labelon Tape Co., 450 Atlantic Ave., Rochester 9, N. Y., offers a die-cut folder in four colors complete with product sample and describing Labelon Tabs for use on loose leaf sheets, bound books, file folders, etc. In addition to the actual sample of Tabs, ready to be typed or written-on to produce pressure-sensitive, plastic protected labels, the die-cut cover of the folder simulates Tabs in a number of available colors. The packet in

FAST • SAFE PORTABLE!

Add filing space by destroying cancelled checks, ledger sheets, time cards, W2's, pay vouchers, and obsolete papers—in your own office! The new "SILVER EXECUTIVE AUTOMATIC" Paper Shredder is the only automatic feed machine . . . shreds papers into unreadable 1/4" strips, in just a few seconds! The machine is an attractive, typewriter-size, portable desk model, with full 1/2 HP motor. Completely safe, and easy to operate. Many other sizes available, too.

Ten-Day Trial on any shredder.
Write today for literature.

INDUSTRIAL SHREDDER
And Cutter Company
103 MILL ST. • SALEM, OHIO

For More Information Circle No. 232

Cleans Type Restores Platen

Nothing equals Morris Type and Platen Cleaner for quick, easy, safe cleaning of type, platen and rubber rollers. Just touch a valve, spray it on, blot with cleaning tissue. No stained hands, no broken nails . . . no messy rags, brushes, or plastic putty. Morris Type and Platen Cleaner contains *no carbon tetrachloride*—is non-toxic and non-flammable.

To keep type clean as new, use Morris Cleaner daily. To keep keys from sticking, and renew platen and rollers to prevent paper slippage, use Morris Cleaner weekly. It's the modern way to save time and trouble!

***Ask for It* $1.50**

At Your Dealers!

DEALERS: Sell this modern type and platen cleaner. Customers like it because it makes their work easier. Write today for complete dealer information.

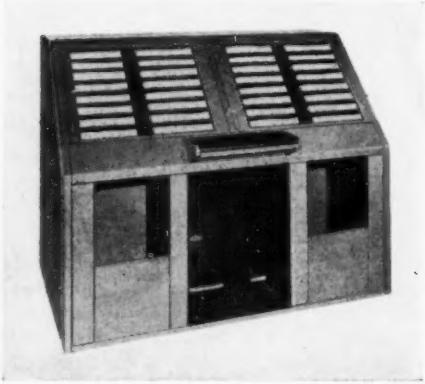
I. T. MORRIS CO.
Box 126, Canandaigua, N.Y.

For More Information Circle No. 272

which Tabs are sold is also illustrated and comprehensive how-to-use instructions are included. The 4-page, 6⅛" x 3¼" folder has back cover blank for dealer imprint. For free sample, **Circle No. 399.**

ELECTRIC COLLATORS

Thomas Collators, Inc., Dept. B, 50 Church St., New York 7, N. Y., announces that the complete line of electric Thomas Collators is now in full scale production. The line consists of 8-, 10-, and 16-sheet floor models and 20- and 32-sheet tandem models. A foot button initiates smooth feeding; Speed Load Control permits faster, easier loading;

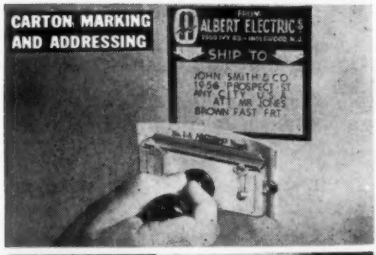


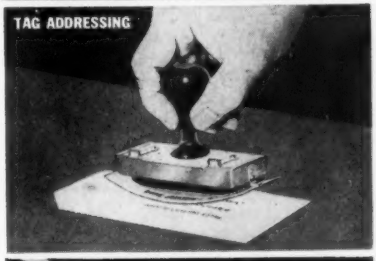
re-designed bin assembly allows 70% greater paper capacity per bin; Rotating Feed-Fingers provide more positive operation and extra paper capacity per bin; new design gives each unit a smart, distinct appearance. Operator is seated comfortably and works without the fatigue and monotony inherent in hand collating. All pages being collated are under constant inspection so that blank sheets or misprints cannot slip by. The ease of operation enables new operators to become adept in a matter of minutes. An illustrated brochure shows the entire line of electric and mechanical models. For a free copy, **Circle No. 432.**

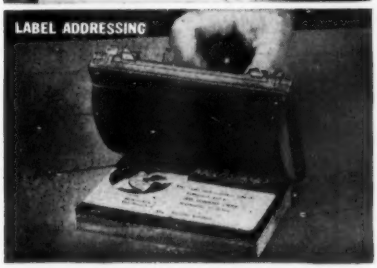
Addresses Tags . . Labels
Prints Forms . . Postcards
Marks Boxes . . Cartons

MULTISTAMP is America's leading and most versatile hand stamp stencil duplicator. It's quick, accurate, easy. Get 1,000 or more clear, sharp impressions from one typewritten or handwritten inexpensive stencil without re-inking. Just type, write, trace or draw on inexpensive stencil . . . snap it on duplicator and print—like using a rubber stamp. Made of non-corrosive metal to last indefinitely . . . no moving parts to wear or repair.

There is a size for every duplicating need. 8 complete outfits, $9.50 to $99.50 f.o.b. factory. Write for catalog or see your Office or Shipping Room Supply Dealer.







THE ORIGINAL HAND STAMP STENCIL DUPLICATOR

OVER 30 YEARS

MULTISTAMP
STENCIL DUPLICATOR ®

MANUFACTURED ONLY BY THE MULTISTAMP CO. NORFOLK, VIRGINIA

WRITE FOR CATALOG AND FREE SAMPLE FORM-CUT STENCIL AND PRINT

For More Information Circle No. 143

#1062 A-B-C

streamlined design with elegant satin finish

Keeps its gleaming satin finish, its modern look, permanently. The heavy gauge aluminum won't rust, warp or break, is moisture-proof. Easy to clean, easy to hang. Strong springs hold papers firmly, has convenient squaring tabs. Streamlined design and satin finish invite customer buying. Available in standard sizes. Costs less than wood, lasts longer than masonite.

MP-Jr. *streamlined* COIN-CHANGER

Gives faster service. Enhances beauty of bank. Over 5,000 in use today, in all 48 states. Sturdy aluminum with handsome grey hammertone finish. Removable tray with inside storage box. Capacity $125 — pennies through half-dollars. Size 8" x 10" x 6½". Weighs 9 lbs. Rubber feet protect counters. $63 plus tax.

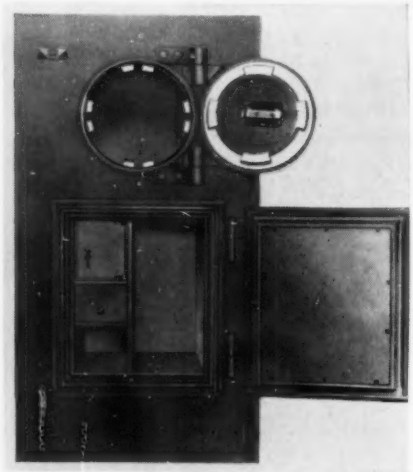
Write for descriptive catalogue and nearest dealer

MP **Modern Products...Moderate Prices**

METAL PRODUCTS ENGINEERING, INC.
Dept. 0, 4000 Long Beach Ave., Los Angeles 58, Calif.
For More Information Circle No. 271

MONEY-RECORDS SAFES

Schwab Safe Co., Lafayette, Ind., makes combination burglary and fire resistive safes for every requirement. The Schwab Round Door Burglary Chest shows where the money is and prevents wrecking of the fire resistive records



safe to which it is anchored. This equipment reduces insurance rates from 50% to 70% because the Mercantile E Bank H rate applies to all Schwab Round Door Chests. The Underwriters' Relocking Device Label saves an additional 10%. Illustrated literature shows the burglary chests installed in records safes and contains complete specifications on all chests. For free literature, **Circle No. 400.**

LITERATURE RACKS

Rak Makers, 182 Hamilton Place, New London, Conn., makes a complete line of convenient, attractive aluminum Biz-Raks to hold literature and magazines. Sturdily made of ¼" anodized aluminum sections with back panels of smooth, silver-gray enameled Masonite. Designed to blend with any interior color scheme, they are tarnish and stainproof, and easy to clean. Five shelf-pockets are

AMERICAN CHARACTER DOLL

Uses **DENOMINATOR** to Tabulate All Orders!

Supplying children with the joy that only a doll can bring calls for the monumental task of sorting and counting orders for more than 80 different sizes and styles. This daily task has been simplified and the time required to record orders properly for factory production has been **cut in half!**

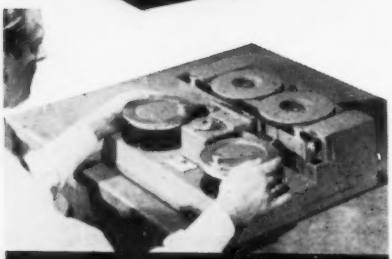
How? By tabulating such orders on the two assemblies of DENOMINATOR counters shown above. Without obligation, we cordially invite you to benefit by our nearly half century's experience by sending us your sort and count problem. Write Dept. 0-64.

The DENOMINATOR COMPANY, Inc.
261 BROADWAY, NEW YORK 7, N. Y.
Manufacturers of Tabulating Machines for 40 years

For More Information Circle No. 175

Now... Rent a Filmotype*

on the "Pays-for-itself" Plan



Finest professional quality photo lettering & display type

The Filmotype low cost "Pays-for-itself" Plan gives you the opportunity to use America's No. 1 photo composition machine in your plant or office . . . without buying! You can return the Filmotype at any time! When you do decide to buy a Filmotype, you pay only the difference between rentals paid and total purchase price.

- *Over 1,000 styles and sizes of lettering and type!*
- *Easily . . . in seconds . . . produce sharp, black repro copy!*
- *Costs pennies to set a headline!*
- *Filmotype is a proved money, time and work saver!*

Write TODAY for complete details and demonstration!

FILMOTYPE
60 W. Superior St., Chicago 10, Ill.
4 W. 40th St., New York 18, N. Y.

For More Information Circle No. 309

graduated in depth to hold magazines of all standard sizes. Raks are available in floor, countertop and wall models in

a wide choice of capacities and sizes to meet all requirements, priced from $9.95 up. Shipped completely assembled, ready to use. **For More Information Circle No. 363.**

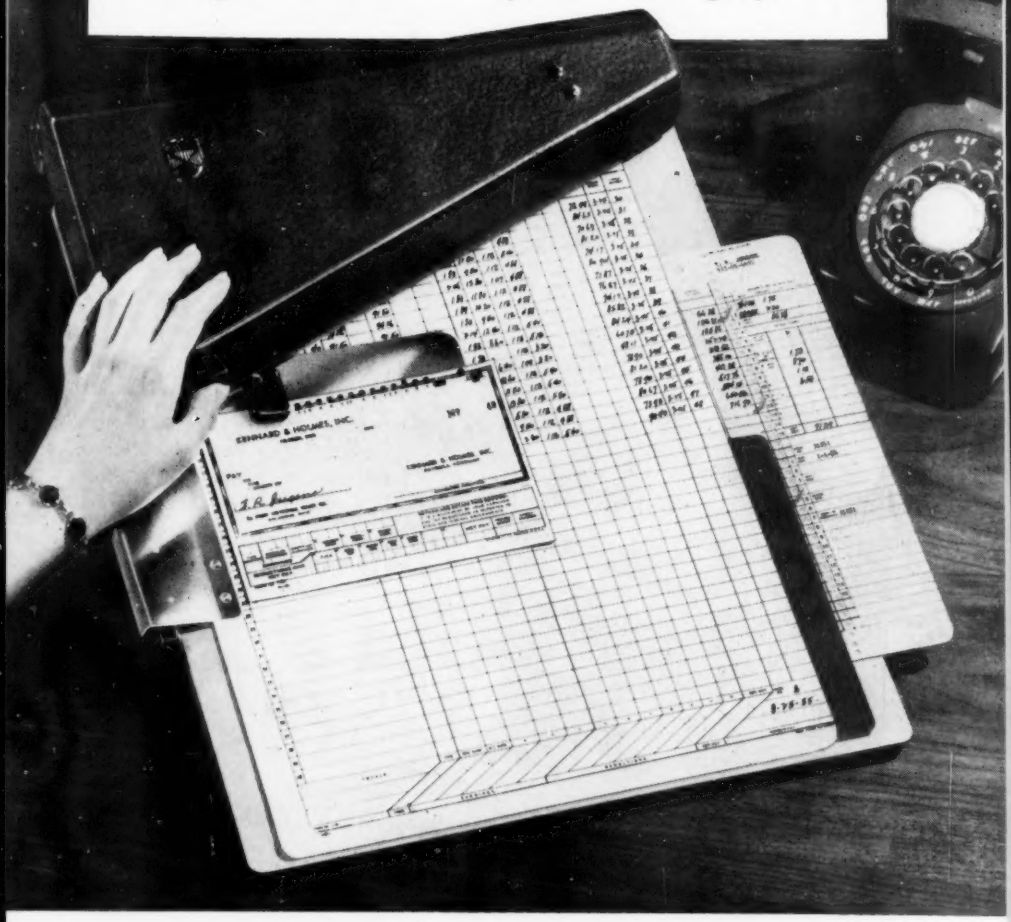
CLIP-TACKS

Gringo Mfg. Co., 214 Elm Ave., Danville, Ill., makes Quick Releasing Tacks which are combination nails and paper

holders. Each tack has four sharp steel prongs which can be driven into any nailable surface including plaster and

For More Information Circle No. 420 →

new push-button way to write payroll



Here's an innovation that makes ordinary payroll methods old-fashioned. All you do is write — the McBee Tab Poster does the rest. In three quick, easy steps. With fingertip control and accuracy.

All payroll records are posted in *one* writing — and on *one* fixed line.

Equally adaptable to weekly payrolls numbering thousands, or to semi-monthly payrolls of less than fifty. And personnel is so easily trained.

The nearby McBee man will be glad to demonstrate the Tab Poster's exclusive advantages. Phone him, or send us the coupon below.

$62.50 Forms — in stock or printed to your order — extra

McBEE

THE McBEE COMPANY, ATHENS, OHIO
DIVISION OF ROYAL McBEE CORPORATION
OFFICES IN PRINCIPAL CITIES
In Canada: The McBee Company, Ltd., 179 Bartley Drive, Toronto 16, Ontario

To: Tab Poster, **The McBee Company**, Athens, Ohio TO
Please send me information on The McBee Tab Poster.

NAME _____

FIRM _____

ADDRESS _____ CITY _____

ZONE _____ STATE _____ NO. OF EMPLOYEES _____

TYPE OF BUSINESS _____

TWO PEAS IN A POD...

Only Rex-Rotary D-280 has a 100% "Select-O-Matic" inking, regulating itself for Light, Medium or Dark impressions — This Inking System is simply exchanged for different colors.

Only Rex-Rotary D-280 has 100% Accurate Registration — as a printing press.

Only Rex-Rotary has Rubber Ink Distributing Rollers which are usable for other colors and guarantee up to 35% savings on ink.

Only Rex-Rotary D-280 has an Eye Appeal, so modern that it will compliment the most discriminating taste in office decor.

This amazing Twin-Cylinder duplicator uses quick drying Paste Ink. NEVER clogs or leaks. Its everlasting Silk Screen eliminates hardened and messy ink pads.

Ask us — and your nearest Rex-Rotary dealer will be most happy to arrange a trial-demonstration for you.

but...

there is only one

REX-ROTARY

D-280

silk-screen mimeograph

REX-ROTARY DISTRIBUTING CORP

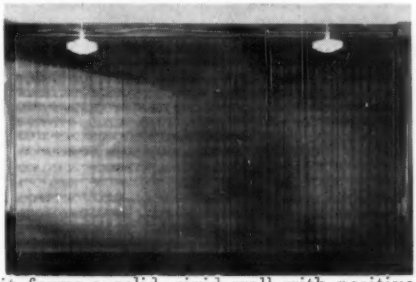
387 FOURTH AVENUE
NEW YORK 16, N. Y.

For More Information Circle No. 178

wallboards. The spring clip holds papers which can be released by pressing a lever. Ideal for hanging notices on walls and bulletin boards, displayed material can be changed whenever desired without removing tacks. A box of 15 Quick Releasing Tacks is $1 postpaid from above address. Also available on display cards. **For More Information Circle No. 390.**

FOLDING PARTITION

Schieber Sales Co., Detroit 39, Mich., announces an electric-hydraulic operated folding room partition claimed to weigh only 1/3 that of other partitions. The Schieber-Haws Folding Partition is built for dividing rooms of various sizes up to large gymnasiums and convention halls. The core of each section is one-piece, honeycomb fiber sheathed in one-piece embossed aluminum. The two are cemented into a strong integral unit. No cross-bracing nor built-up internal construction that adds weight is necessary. This eliminates need for additional overhead support construction and the materials used are claimed not to warp, to minimize expansion and contraction to the point of having no effect on operation and to have good heat and sound insulating properties. No floor tracks or guides are required yet, when extended,



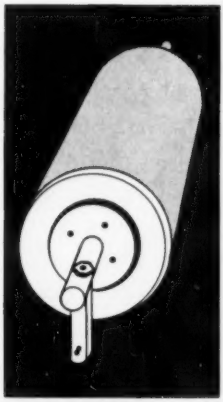
it forms a solid, rigid wall with positive seal at the floor. Upon unfolding and reaching extended position, which motion is performed by electric power, latest type industrial hydraulic power mechanism compresses a rubber foot against the floor for rigidity. This compensates

ALLIED LITHO ALSCO SUPPLY COMPANY

For Better Printing

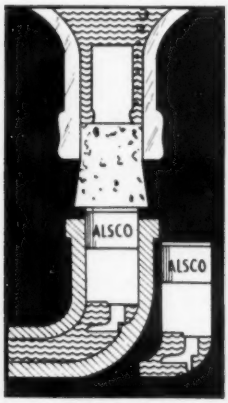
3 GREAT PRESS AIDS

212 MISSION STREET • SAN FRANCISCO 5 • CALIF.

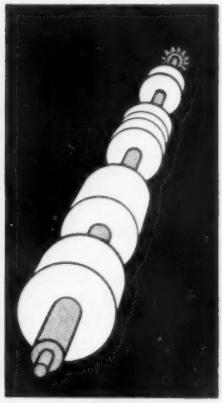


SUPER OSCILLATOR

1250 MULTILITH OR DAVIDSON



WATER FOUNTAIN REGULATOR

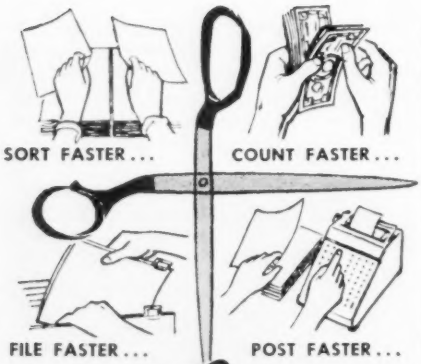


METAL

LOWER FEED ROLLS

1250 • 1300 • 2066 MULTILITH

For More Information Circle No. 265



CUT PAPER HANDLING COSTS

...with

SORTKWIK

The *INVISIBLE* fingertip magic

Only 50c each

NO MORE IRRITATING, CLUMSY RUBBER FINGERS OR UNSANITARY, MESSY SPONGES WHEN YOU USE **SORTKWIK**

So easy to use—just apply to fingertips to create greaseless, stainless, tacky film. Fingers pick up papers easily, quickly. One application is long lasting. Washes off easily. Non-irritating.

Time-tested by banks, insurance companies and business firms throughout the country to speed up their paper work.

At your stationer or send $1.00 for two regular size containers to try out.

LEE PRODUCTS CO.

Dept. O-5

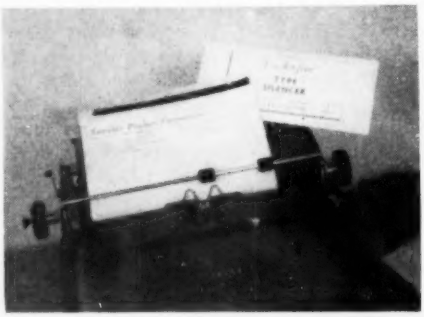
2736 LYNDALE AVE. SO. • MINNEAPOLIS 8, MINN.

For More Information Circle No. 301

for floor irregularities, eliminates drafts and blocks passage of light and sound. Aluminum sheathing has leather grain finish which withstands and minimizes dents and scratches, and discourages vandalism. **For More Information Circle No. 433.**

TYPING SILENCER

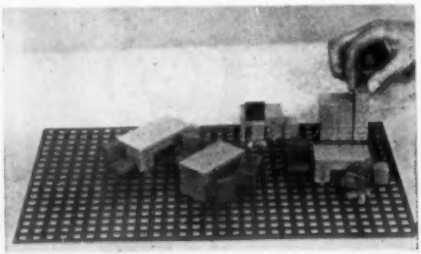
Lansdale Products Corp., Dept. T, Box 568, Lansdale, Pa., makes the Tenderfoot Type Silencer which is used as the last sheet, next to the platen, when typ-



ing, to reduce typing noise on standard, electric and portable machines. It also protects the typewriter platen and can be used in single or double thickness depending on the number of copies being typed. **For More Information Circle No. 388.**

LAYOUT SCALE MODELS

M & M Industries, Box 91, South Milwaukee, Wis., announces a new line of



Planomatic 3-D scale models of office equipment made to ½″ = 1′ scale. Made in greater detail than the parallel line

HOW TO

keep your typists happy

Auto-feed *

Only Dri-Stat gives you Auto-Feed, the automatic fingers that take the paper from your hands and feed it into the processor at precisely the correct speed. There is no possibility of error. And only Dri-Stat gives you "Bright-Light" operation for sharp photocopies, even in bright office light.

Most clerical workers agree that one of their most disagreeable jobs is extensive copy work, especially when tabulated material or unfamiliar technical terms are involved.

Such re-typing of documents is expensive, too. It costs more than 50¢ per page for simple typing, and much more when the work is complex and slow. Because such work is uninteresting, it is often carelessly done.

The Dri-Stat office photocopy system entirely eliminates this unpleasant clerical job. Dri-Stat copies anything with photographic accuracy and produces clear, black-and-white copies in less than a minute at less than 9¢ per page. There is no chance of error. And anyone can operate a Dri-Stat. Controls are simple. Brief instructions at the time your Dri-Stat is delivered make everyone in your office a photocopy expert.

A complete Dri-Stat office photocopy system is inexpensive to buy and operate. Write us for full information, or call your nearest Peerless distributor and ask to see how Dri-Stat will reduce your clerical load, increase your office morale.

PEERLESS
***DRI*-STAT**

Peerless Photo Products, Inc., Shoreham, Long Island, N. Y.

☐ I would like to know more about your Dri-Stat Photocopy process. Please send me your catalog.

☐ I would like to see the Dri-Stat operate in my own office under my normal office lights. Please have your nearest distributor call me for an appointment.

Name_____ Title_____

Company_____

Street_____

City_____ Zone____ State_____ O-5

For More Information Circle No. 243

Mr. Dealer!!!

Rush...

SERVICE THAT SATISFIES

CARBON INTERLEAVED FORMS

Don't lose even one order, while waiting for your "long run" order to be completed.

Let the **G. W. HERNDON CO.** make your **Carbon Interleaved Forms** for you - RUSH!

• • •

We specialize in these services on a RUSH ORDER basis...

- Make "temporary" forms for your new program, or during a "trial" period...
- Make "emergency" supplies for you while waiting for your "long run" custom-made order...
- Statements with carbon attached, and most any type of form requiring one-time-carbon...

DEALER INQUIRIES INVITED

Write us today on your letterhead for complete details. All accounts fully protected.

"OVER 40 YEARS PRINTING SERVICE"

G. W. HERNDON CO.

1528 HIGH STREET

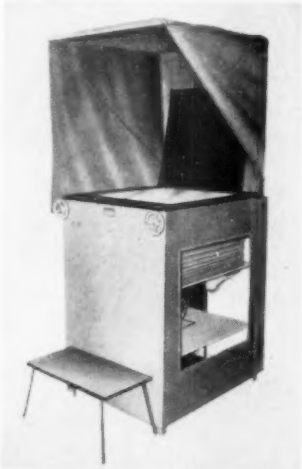
RICHMOND 20, VIRGINIA

For More Information Circle No. 317

of ¼" scale models, the new line affords greater realism in space planning. Available plain or magnetized, this 3-D system speeds up the selection of the "One Best Plan" from the many possible combinations. Photographs of plans may be used as inexpensive instructions to movers, or for instructions to branch offices. **For More Information Circle No. 329.**

VISUALIZER CAMERA

M. P. Goodkin Co., 889 Broad St., Newark 2, N. J., now makes the Model A Camera Lucikon with all steel welded cabinet and warp-proof lens board and copyboard. Surface surrounding the viewing area is Formica. The hood is now flameproofed. A footstool with slip-proofed top is provided so that persons under 5'5" can study projected images.



The standard lens gives 400% enlargement or reduction while line and halftone negatives for offset can be made of copy up to 11" square at same size. An additional process lens covers a 14" square area and will enlarge or reduce 2½ times. Units needs only 29" x 36" floor space. It will make reduced or enlarged projections of copy, artwork, objects, transparencies, etc., and also make photocopies. Fully descriptive literature available. **For More Information Circle No. 434.**

FACIT INC. OFFERS DEALERS A NEW AND EXCITING

5 POINT PROFIT PLAN!

Every sale of a FACIT CALCULATOR, HALDA TYPEWRITER or ODHNER ADDING MACHINE gives you a premium check for use in:

1 NEWSPAPER ADVERTISING

2 ILLUMINATED WINDOW SIGNS

3 SALESMEN'S PRIZES

4 TELEPHONE DIRECTORY ADVERTISING

5 DIRECT MAIL SERVICE

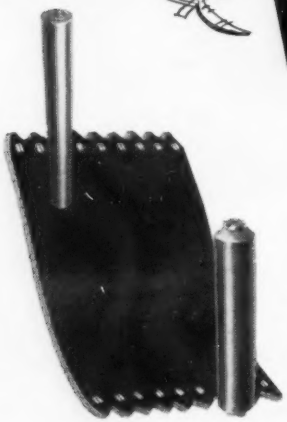
Here's a complete cooperative dealer program—open to all authorized ODHNER, HALDA and FACIT dealers—one more important step in FACIT INC.'S expanding promotional program.

FACIT INC.

404 Fourth Ave., New York 16, N. Y.
235 Montgomery St., San Francisco, Calif.

For More Information Circle No. 158

The winning set!



When you put a set of these rollers or blankets on your machines, you immediately step up the quality of the jobs you can turn out. They do a better job because they are *different*—from coating to core. Each Mercury product is as precisely made as a fine watch and durable as elephant hide. They are made exactly like the rollers and blankets used for the heaviest equipment in commercial printing and lithographic plants.

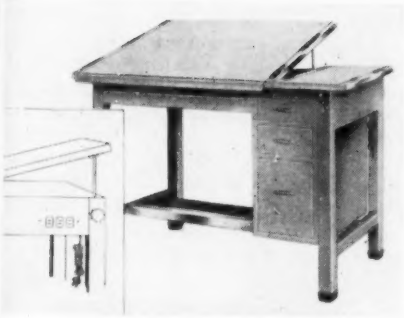
RAPID ROLLER COMPANY

MAIN OFFICE AND FACTORY: FEDERAL AT 26th STREET • CHICAGO 16, ILL.

EASTERN SALES OFFICE: 800 McCARTER HIGHWAY • NEWARK 5, N. J.

IMPORTANT: There Are NO OTHER Rapid Roller Company Branches or Factories

For More Information Circle No. 179



DRAFTING TABLES

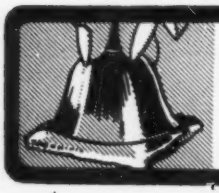
Stacor Equipment Co., 768 East New York Ave., Brooklyn 3, N.Y., have added a three-way electrical receptacle to all Draftmaster drawing tables. The triple outlet accommodates lamp, eraser and pencil sharpener to have them handy, using a single adjacent outlet instead of the usual tangle of cords. Other Stacor features include lifetime steel adjusting devices, interlocking steel hinges which allow table tops to lift off easily, drawers that operate on ball bearing rollers, etc. **For More Information Circle No. 343.**

FINGERTIP MOISTENER

Evans Specialty Co., 3113 Evans Bldg., 1800 E. Grace St., Richmond 23, Va., are packaging Tacky-Finger fingertip moistener in a smart, bright blue plastic container imprinted in white. Simplicity and style keynotes the new container,

For More Information Circle No. 280

pulls the dirt out of typewriter type rather than washing it into the machine



Flatten the putty by pressing very firmly.

Press it on all of the type. Do not rub.

Fold the putty upward to original pyramid shape.

NO MESSY LIQUIDS to remove nail polish, spot or spatter clothes.

NO HARMFUL FUMES to cause headaches or colds.

To make neat erasures—just touch the word to be erased, Bud will absorb the surplus ink. Then erase and there will be no smear.

Retails for 50¢ each

Dealers—write for sample and cost

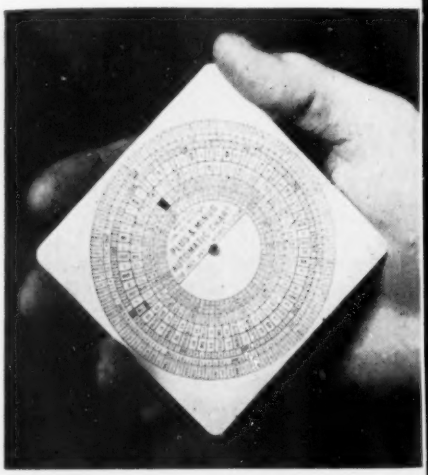
BUD TYPE CLEANER
P. O. BOX 4644
BALTIMORE 12, MARYLAND

For More Information Circle No. 260

designed to appeal particularly to the thousands of women users. Tacky-Finger is a hygroscopic preparation which makes paper and money handling easy by attracting moisture from the air to the fingers. It is odorless, greaseless, and absolutely does not stain. One application facilitates handling hundreds of papers, but will wash off readily. A 50-cent box lasts three to four months. Tacky-Finger is stocked by most stationers. For free sample **Circle No. 380.**

INCH-MM CALCULATOR

Charles F. Herbstreith Co., Nutley, N. J., makes a plastic, circular plus-minus calculator for figuring in inches, millimeters and decimals of either system. It is a circle of seven sets of figures, five of which are on the master chart, and two on an over-riding disc. The four inner circles of the calculator chart enable



figuring from the inch system into millimeters and decimals thereof. The three outer circles are used to calculate from the metric to the inch system. Overall dimensions of the press polished, oil, dirt and acid resistant heavy plastic base are 4⅞″ by 3⅜″. Can be imprinted as an advertising premium. **For More Information Circle No. 435.**

Arnot

A new way of life in the office

PARTITION-ettes*†
and OFFICE-ettes††

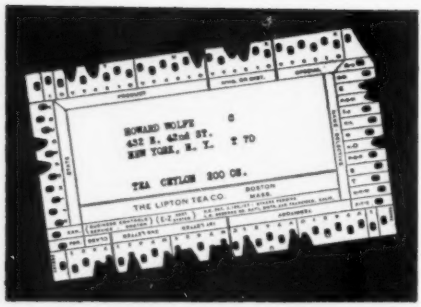
modular,
packaged offices in both
steel and **wood**

Manufactured by

*Pat. Pending †Trade Mark
††Licensed under DuPont Patent

AETNA STEEL PRODUCTS CORPORATION
Arnot-Jamestown Division
730 Fifth Avenue, New York 19, N.Y.

For More Information Circle No. 151



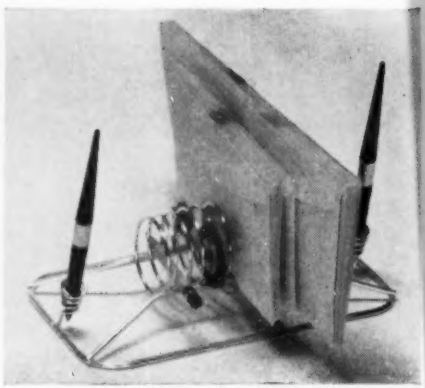
E-Z SORT SYSTEMS save time and money in every department...

- **Accounts Payable**
- **Accounts Receivable**
- **Cost Accounting**
- **Payroll**
- **Purchasing**
- **Manufacturing**
- **Inventory**
- **Sales**
- **Research**

Each individual department in your company can keep and service its own records—faster and easier, with present untrained personnel—by using an E-Z Sort System. No need to centralize your sorting and tabulating while you worry over expensive machine costs. Try E-Z Sort in just one department and its efficiency will spread throughout your organization. Ask for a demonstration and you'll see why!

E-Z SORT SYSTEMS, Ltd.

45 Second St., Dept. 22, San Francisco 5, Calif.
Sole Manufacturers of E-Z SORT SYSTEMS.
Over 50 Offices to Serve You.
For More Information Circle No. 270

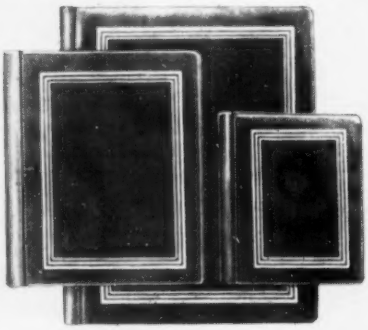


DESK SETS

Lindenware Co., 51 Greene St., New York 13, N. Y., makes functional Pen-O-Rama desk sets in attractive modern designs. Finished in black and bright brass, six different designs are available, all with two ballpoint pens and choice of ash tray, flower pot, clip tray, memo holder or desk collector (illustrated). Designed to sell for $1.98 or more, including the pens which take standard refills. For illustrated literature and dealer prices, **Circle No. 382.**

PHOTO ALBUMS

Amberg File & Index Co., 1601 Duane Blvd., Kankakee, Ill., makes the Amfile E line of albums which are shown for



PICK A RIBBON—

...AND YOU'RE SURE TO FIND IT AT...

STORMS

"The Complete Line — that Stands the Test of Time"

For whatever purpose . . . or whatever grade . . . you'll find a Storms ribbon that will do the job efficiently. Here are some of the ribbons being sold by profit-making Storms dealers all over the country. . .

TYPEWRITER RIBBONS

H.M.S. "Prima" Silk
H.M.S. Woven Edge Silk
H.M.S. "Inkt-Rite" Nylon
Stormtex Secretarial
Records Eternal
Cameo Brand
American Brand
Reliance Brand
Stormtex Billing
H.M.S. "Competent"
"Special Inked" Typewriter Ribbon

RECORDS ETERNAL

SPECIAL RIBBONS

"ML-SAS" Offset Duplicator
"DPR-3B" Diazo Process Reproduction
Indelible Checkwriter
Eradicator Ribbons
Adding Machine Ribbons
Ribbons for Tabulating and other IBM Machines
Ribbons for Addressograph Machines
Dupligraph Ribbons
Multigraph Ribbons
Speedaumat Ribbons
Pollard Alling Ribbons
Special Wide Ribbons for Burroughs Posting
Ribbons for Todd Protectograph
Ribbons for Todd Check Signer
Time Stamp and Time Recorder Ribbons
Dater Ribbons

H. M. STORMS COMPANY
STORMS BUILDING • BROOKLYN 38, N. Y.

STORMS SERVICE BUREAU

The Storms Service Bureau is ready to help you with special applications of Carbon Paper, Inked Ribbons and Carbon Rolls. You are invited to consult with Storms whenever you get such requests from your customers. No obligation, of course.

H. M. STORMS COMPANY
Storms Building, Brooklyn 38, N. Y.
O-5
Gentlemen:
☐ We would like to know more about the profit possibilities of Storms Ribbons. Please send complete information.
☐ We would like a copy of the Storms Catalog.
NAME_____
COMPANY NAME_____
ADDRESS_____
CITY_____ ZONE_____ STATE_____

For More Information Circle No. 192

NOW

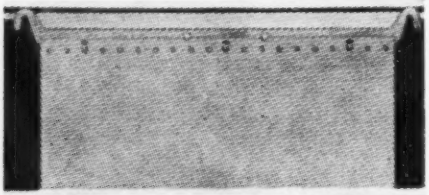
ARRIVING ON YOUR PROFIT TRACK

• NEW ATLAS HANGERS

Save Space, Time, Manpower, Profit with Faster Filing and Finding

• NEW ATLAS LUGS WITH THE PROJECTED HEAD

Available on Atlas DSH, DGR, SH series and PH series Hangers. Plates and stencils slip quickly and easily on the Atlas Hangers with lugs with the projected heads. Plate and stencil headings are protected from damage.



• NEW ATLAS PH SERIES HANGERS

For Pinhole heading Offset plates. Equipped with the new Atlas Lugs with the Projected Heads. Available in 11½" and 22" widths. Atlas Hangers combined with Atlas Cabinets are a complete system to store and preserve valuable reproduction components. Faster Filing and Finding of offset plates, stencils, negatives, etc., in Atlas Vertical Filing Systems. Best protection from scratching, tearing, marring and corrosion. Capacities 100 to 1500. Models for all sizes of offset plates, negatives and stencils. Write for complete information.

Schedule Atlas Line

Item	Arrival
NOMA CONVENTION	May 20-24

• FSC—EXTRA VALUE. Now ALL SH & PH SERIES HANGERS ARE EQUIPPED WITH SPRING CLIPS AT NO EXTRA COST. Spring clips attach copy, layout, etc. to plate and hanger.

Join the progressive reproduction departments throughout the United States and Canada who increase their profits by filing in Atlas Vertical Filing Systems.

ATLAS STENCIL FILES CORP.
16716 Westfield Avenue, Cleveland 10, Ohio

For More Information Circle No. 285

the first time in their Catalog No. 155. These albums are finished in leather-like Redwood, a latex impregnated material which is processed in a regular leather tannery. They claim it has a "leather smell" and that it will outwear and outlast most leathers. Decorative trim is a 3-line gold border on the front cover. Available in three sizes to take prints of 5" x 7", 8" x 10" and 11" x 14". Each album is individually boxed. Each size comes with either plain black mounting sheets or with acetate double window mounts. **For More Information Circle No. 381.**

STEEL TYPE

Pryor Steel Stamps, 216 W. Jackson Blvd., Chicago 6, Ill., make Pryor Interchangeable Steel Type which is guaranteed to reduce marking costs per thousand impressions or they will adjust invoice accordingly. Set in the same fashion as printers' type. Complete fonts

containing 100 assorted characters and a patented, accurately machined hand holder are available packed in a fitted oak case. Seven height sizes are 1/32", 1/16", 3/32", 1/8", 3/16", 1/4", 3/8". Delivery from stock. Pryor Type is made of the finest Sheffield tool steel. Each character

is hand-finished to microscope-tested perfection, hardened by the most modern methods to withstand severe shock usage, Rockwell tested and anodic etched and plated. Extra deep engraving assures clean, sharp, easy-to-read impressions. Type holders, with replaceable hardened steel inserts for the type to bear against, are available in a variety of styles to fit popular types of presses and marking machines as well as for hand use. **For More Information Circle No. 350.**

NAMEPLATES

North Shore Nameplate, Inc., 214 Northern Blvd., Bayside, N. Y., makes Therma-Cal anodized and etched aluminum foil nameplates. Intended specifically for use on crinkle, curved, painted or uneven surfaces, the special sealing material produces a permanent bond without prior water soaking. The user peels off the paper liner which protects the bonding adhesive, places the nameplate on the product, and heat applies

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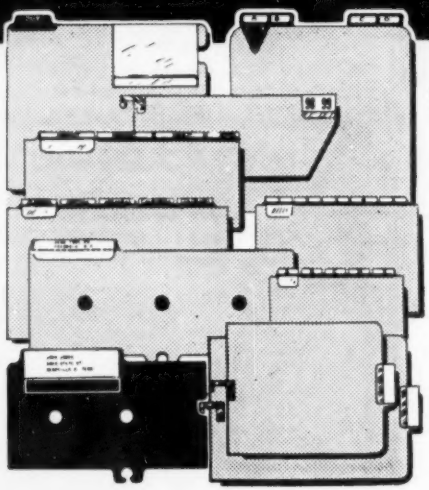

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For More Information Circle No. 256

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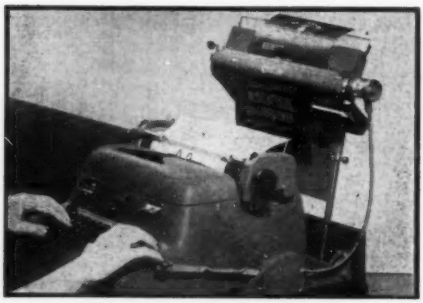
25 LOST HOURS!

Proven surveys with national concerns and Government agencies indicate that your typists might be giving you 15 hours of productive work per week while you pay for 40 hours. What happens to the other 25 hours?



DON'T BLAME THE GIRLS! They are working under the "head-swinging" handicap. Reading speed cannot be maintained. Words or lines are often omitted or duplicated, resulting in retyping. Eye-strain causes fatigue, resulting in decreased typing efficiency.

Increase your typists' efficiency and cut office costs with Pres-to-line, the world's finest Copyholder. Finest because . . . ONLY PRES-TO-LINE

- Becomes a part of the typewriter
- Easily folds over typewriter, to store into most typing desks.
- Offers instant fingertip spacing or foot-actuated spacing.
- Adjusts up and down and forward, and tilts for light reflection.
- Comes in colors to match all typewriters.

Contact your local dealer or write:

PRES-TO-LINE
CORP. OF AMERICA
2339 Cotner Ave. • Los Angeles 64, California

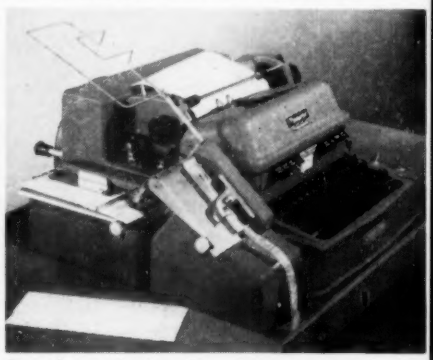
For More Information Circle No. 299

for six seconds. Excellent results have been obtained by unskilled operators using a hand electric iron. Therma-Cal nameplates can be furnished in a wide variety of designs and colors, permanently anodized and etched. They are

highly resistant to abrasion and temperature variation, are applied quickly without drilling holes or using screws or rivets. Recommended as nameplates or dials and instruction plates, they will withstand temperatures up to 500° F. **For More Information Circle No. 436.**

TAPE-CARD SYSTEM

Commercial Controls Corp., Dept. O46, 1 Leighton Ave., Rochester 2, N. Y., makes the Flexowriter Programatic automatic writing machine with Edge-Card



Punch and Reader for automatically punching codes in IBM cards during preparation of forms. When connected to their motorized tape punch, a by-prod-

TYPEX

the MIRACLE

type-cleaner

GONE FOREVER are the messy, dirty, old fashioned brushes and liquids that spatter clothes and work or the gums which must be kneaded before using and smear fingers. "TYPEX" is the modern type-cleaning device with interchangeable adhesive refills. Keeps type sparkling clean, leaves the typist's hands immaculate. Works fast. Satisfaction guaranteed. Write today for free folder.

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For More Information Circle No. 231

CONFIDENTIAL MAP FILE

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Easiest way to file and find confidential maps, blue prints, tracings, etc. Metal cabinet file with locking doors. 112 tilting tubes handle 60" prints. Tubes are indexed for quick location.

PATENT NO. 1610368. Other Patents Pending.

SCOTT-RICE COMPANY
610 S. Main Tulsa 3, Okla.

For More Information Circle No. 232

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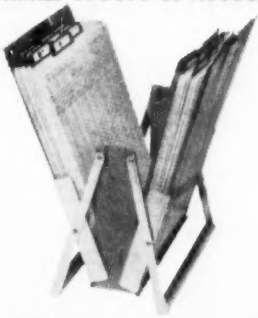

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Interchangeable
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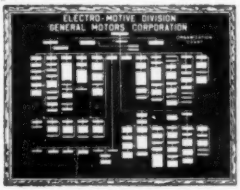

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MANAGEMENT CONTROL CHARTS CO.
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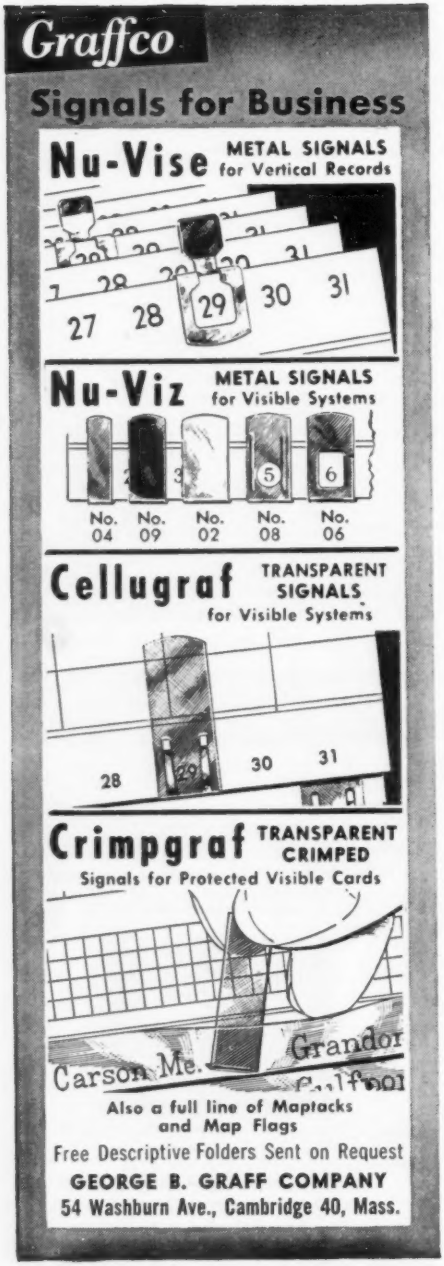
For More Information Circle No. 234

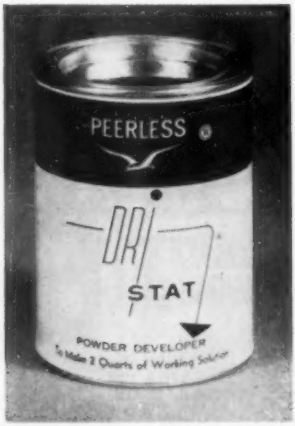


For More Information Circle No. 283

uct punched tape is produced for actuating other office machines. Cards can be punched by manual typing or duplicated from existing punched cards or tape. Tapes and cards are completely interchangeable. Cards have a removable strip or stub with pre-punched feed holes and may be punched with five or eight channel codes in one or two edges and tabulating codes in the remaining area. **For More Information Circle No. 374.**

PHOTOCOPY DEVELOPER

Peerless Photo Products, Inc., Shoreham, L. I., N. Y., is supplying the developer for its Dri-Stat transfer-process photocopy system in a dry-powder form also. It was formerly available only as a concentrated solution. The dry-powder



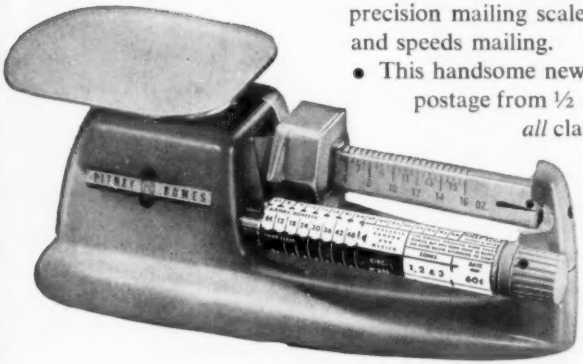
developer provides a convenient and compact form in which to purchase and store the material. It also produces improved finished copies with good rich blacks and sparkling clear whites in sharp contrast. Useful life of the developer is said to be at least a full working week or a minimum of 200 copies. In addition, the developer can be shipped without damage due to adverse temperature conditions. Preparation of the processing solution is a simple matter. The contents of one package are thoroughly mixed with two quarts of ordinary tap water, following

instructions on the label. Distilled water is not necessary. The developer is ready for use in the Dri-Stat processing unit in about five minutes. **For More Information Circle No. 336.**

AIR FILTER

Radex Corp., 2076 Elston Ave., Chicago 14, Ill., makes Smog-Free portable filters which remove all known gases and odors from the air. Compact in size and quiet in operation, Smog-Free requires no installation other than plugging into a wall outlet. Removes odors, gases and other contaminants such as dust, smoke and pollen from the air of an average room within 20 minutes. Smog-Free draws contaminated air through a 2" aluminum filter, then the air passes through an activated carbon filter. Only clean, fresh air is blown out through the front of the unit and into the room. The smaller unit is 10" long, 14" wide and 14" high; weighs 21 lbs. and has a capacity of

Pretty little thing...and a big postage saver!



- Now even the smallest office can have a precision mailing scale that saves postage costs and speeds mailing.
- This handsome new model 4900 computes postage from ½ ounce to 1 pound—for *all* classes of mail. Its handy cylindrical chart permits swift, safe rating of letters and small parcels, including air mail. Prevents loss of postage through *over*payment, and loss of good will through *under*payment (with resulting "postage dues"). The 4900 can be a real saver of time and money in *your* office!
- Four larger models include a parcel post scale up to 70 lbs. Ask your nearest PB office to show you—or write for free illustrated booklet.

FREE: *Handy desk or wall chart of Postal Rates, with parcel post map and zone finder.*

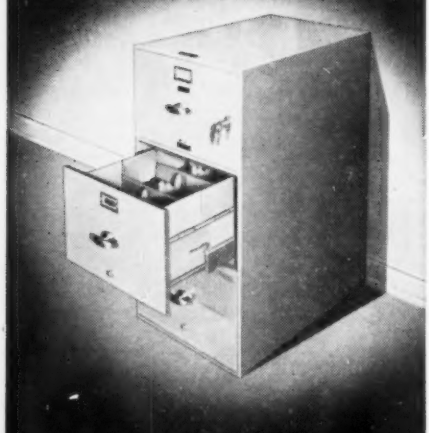
PITNEY-BOWES **Mailing Scales**

Pitney-Bowes, Inc., 3484 Walnut St., Stamford, Conn.

Made by the originators of the postage meter ...offices in 94 cities in U. S. and Canada

For More Information Circle No. 257

Are your files Incinerators?



Your uninsulated steel files, we mean. They're incinerators when a fire comes. That's one reason 43 out of 100 firms having a serious fire never reopen. Moral: Give your vital papers 24-hours-a-day, point-of-use fire protection in Hercules Multi-Lox insulated files carrying Underwriters' Laboratories labels. At your Meilink dealer or write Meilink Steel Safe Company, Toledo 6, Ohio.

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Please send me your folders on Meilink safes and Hercules insulated steel files.

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*Company*_____

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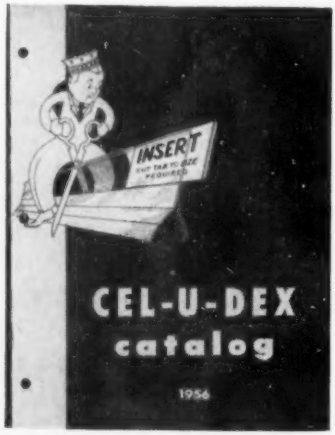
*City*_____ *State*_____

For More Information Circle No. 279

300 cfms in high speed and 140 cfms in low speed, costs $79.50. Larger unit is 14" long, 17" wide and 17" high; weighs 64 lbs. and has a capacity of 900 cfms at high speed and 450 cfms at low speed, costs $119.50. **For More Information Circle No. 331.**

FILING SUPPLIES

Cel-U-Dex Corp., 1 Main St., Brooklyn 1, N. Y., has issued their 1956 catalog of file indexing supplies including transparent index tabs for folders, books, etc.; shelf file indexes, ring book and post binder index sets. Other items shown



in the 28-page illustrated catalog are visible file signals, sheet and card protectors, and transparent envelopes. Div I-Dex units for drawer and shelf files are described and illustrated. Complete specifications and prices are provided on all items. For a free copy of this useful catalog, **Circle No. 398.**

PARTITIONS

L. A. Darling Co., Bronson, Mich., makes Adjust-a-Bilt Vizupole partitions which are quickly installed and expandable or changeable to meet any need functional or decorative. The uprights accept convenient lock-in brackets for desk tops, shelving and other office accessories. Brackets attach to any desired heigh

Remington Rand dual-purpose plastiplate goes to work for xerography

Haloid Company's complete No. 1 xerography unit

Put the magic of plastic into action when you use xerography. These dual-purpose Plastiplates give you an exceptionally receptive plate surface—so important in xerography—and *they double for conventional direct image work*. You get all the features that Plastiplates are famous for—darker, crisper copies, longer runs, cleaner press operation. What's more, you can easily erase unwanted images after fusing.

Try Plastiplates *free* in your xerography equipment. Write to Remington Rand, Room 1519, 315 Fourth Avenue, New York 10, New York.

Remington Rand DIVISION OF SPERRY RAND CORPORATION

For More Information Circle No. 174

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CLEANS
• Typewriters
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along the full length of the upright. Uprights are complete units with either semi-permanent mounting flanges or tension mounting unit with rubber foot. Panels can be solid or perforated. A wide variety of attachments allow built-in filing and storage facilities, and any kind of display units. Illustrated catalog shows many possible layouts. For a free copy, **Circle No. 169.**

SECTIONAL FURNITURE

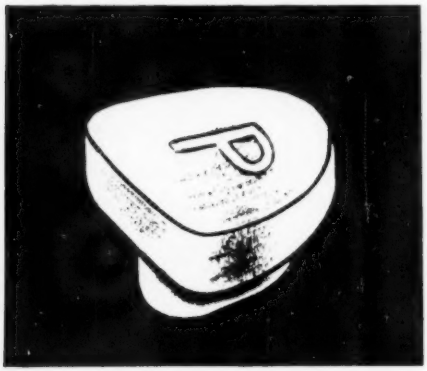
Hamilton Mfg. Co., Columbus, Ind., makes a line of furniture for reception rooms, conference rooms and private offices, featuring seamless tubular steel construction and reversible cushions. The line incorporates 12 models: a chair, a

settee and a sofa, each available armless, with two arms, and with right or left arm only. An outstanding feature of this furniture is Cosco's leaf spring suspension: the cushions ride on flexible bands of tempered steel for added buoyancy and comfort. Other features include brass boots with ball socket glides that stay level when the furniture is tilted; choice of foam rubber or coil springs in

both seat and back cushions; and a chip-resistant, bonderized, baked-on enamel finish in matching office colors: black, tan tint, green tint, gray, brown. The furniture is exceptionally light and easy to move. **For More Information Circle No. 326.**

KEYTOPS

Pearl Engraving Corp., 29 East 19th St., New York 3, N. Y., now makes their Universal Keytops in ivory with black letters for dealers who rebuild colored typewriters. Heretofore they were available only in green with white letters. The same Universal Keytops fit all makes of late model typewriters



which allows dealers to reduce their inventory and save by buying in quantities of 12 or more sets. Pearl also makes Universal key covers for older typewriters of all makes, providing the same advantages for dealers. Illustrated literature lists all the machines which these keytops fit and includes prices for one and more sets. For free samples and literature, **Circle No. 367.**

PNEUMATIC CONVEYOR

Lamson Corp., Lamson St., Syracuse 1, N. Y., makes a prefabricated, 2-station pneumatic Airtube system, in kit form, that can be installed in any type of building by regular maintenance personnel. Cost of the complete kit, which assembles into a two-way system connect-

TRY THIS MODERN WOOD BLOCK STAMP PAD! . . . . . .

Outlives Two Ordinary Stamp Pads

- Wood Block is chemically treated to hold large amounts of ink and to feed just the right amount to the surface!
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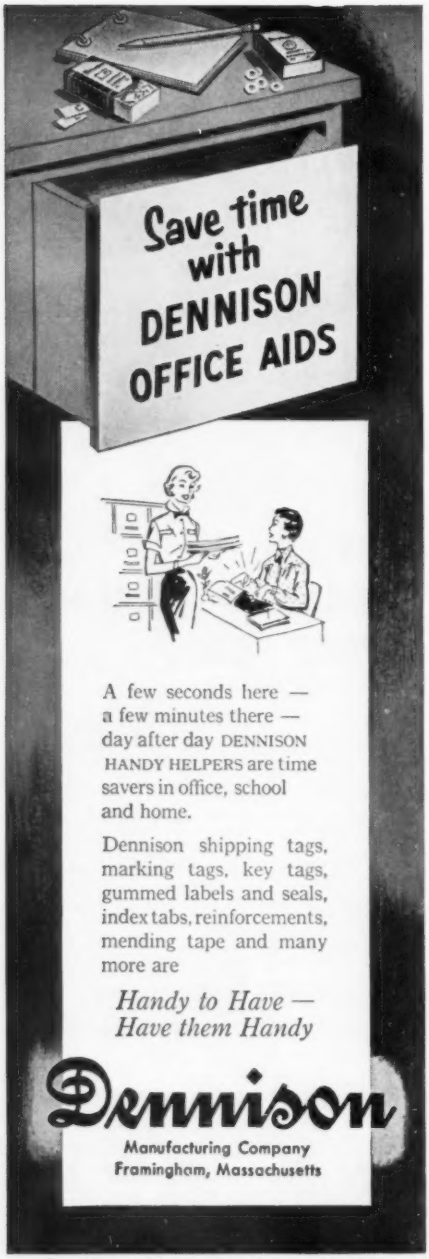
- Pad surface is always flat and firm does not collect lint!
- Ink cannot gush up between the type causing a blurred impression!
- Impressions are always strong, clear, brilliant and waterproof!
- Ink penetrates pad quickly, will not stand on surface as with ordinary pad!
- Clear-Print Ink and Pad are never affected by moisture or humidity!

FREE SAMPLES gladly sent to interested Dealers!

L. A. PHILLIPS, President

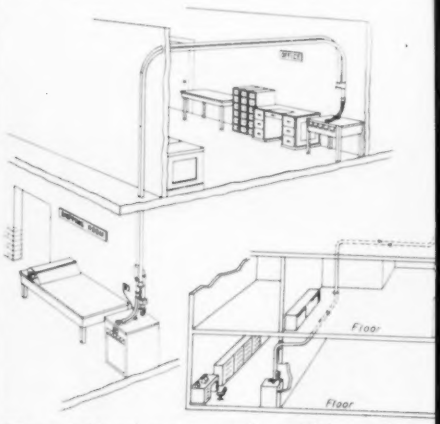
Phillips PROCESS CO. 192 MILL ST., ROCHESTER 14, N.Y.

For More Information Circle No. 296



For More Information Circle No. 324

ing points up to 130 ft. apart, is $525, f.o.b. above. The system is pre-engineered so that the user can lay out and install it by following the simple instructions provided. Designed to provide faster, more economical and convenient paperwork transit. It can be installed in a variety of configurations to connect points on either the same or different floor levels. Messages and other paperwork are moved through the tubes in air-propelled carriers at 20 ft. per second.



Thus deliveries are made within a few seconds after dispatching at any time of day or night without diverting personnel from their normal work or relying on fixed messenger schedules. Carriers may be sent as often as one every 10 seconds. In an 8-hour day, the Airtube system can handle more than 1,400 round trips between the two stations for a few cents' worth of electricity. Included in the kit are expanded end steel tubing, bends, terminal valves, receiving chutes, all hardware needed for assembling and installing the equipment, the message carriers, and a cabinet unit containing a ½-hp motor and exhauster to create the airstream. The exhauster has reserve capacity to power carrier runs of up to 500 linear feet. All equipment is standard so that additional parts can be obtained at any time to extend the system. Further information from above address. **For More Information Circle No. 425.**

COTTON OFFSET PADS

A. B. Dick Co., Dept. O-56, 5700 West Touhy Ave., Chicago 31, Ill., announces A. B. Dick lithograph cotton pads which make it easy to supply etch and gum solutions in preparing lithograph plates for offset duplicating. They are of non-woven fabric and approximately 3¾" by 4¼" and may be folded in half or in quarters for convenient application of etch or gum. Because they are non-abrasive they will not scratch or mar plates. Being lint-free, there are no specks or fibres to contaminate the rollers. Each pad absorbs just enough solution with one application to etch thoroughly and economically, and each pad, refolded, provides extra surfaces for additional applications. To facilitate the handling the lithograph pads, A. B. Dick Co. offers the Cotton Pad Dispenser unit, finished in hammered gray and provided with screw holes for mounting on wall or equipment. **For more Information Circle No. 423.**

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Special engineering is the key to motor dependability in business machines . . . because it assures the exact mechanical and electrical requirements for the application. This is one of the reasons why more and more designers of leading business machines are turning to Lamb Electric Motors, which are *all* specially engineered.

The Lamb Electric Company, Kent, Ohio

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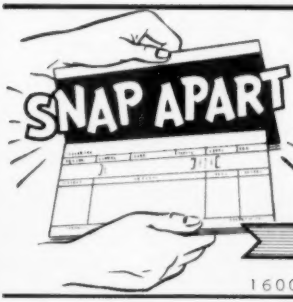
Lamb Electric

SPECIAL APPLICATION FRACTIONAL HORSEPOWER **MOTORS**

For More Information Circle No. 236



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FORMERLY ARK-N-SETS, INC.

1600 E. 26TH STREET • LITTLE ROCK, ARKANSAS

For More Information Circle No. 327

3 D PLANOMATIC the Modern Office Planning Method

Experienced planners appreciate the many possibilities in office layouts. Planomatic 3 D magnetized scale models are a valuable aid in determining space requirements and selling the "One Best Plan" to others.

PLANOMATIC SAVES MANAGEMENT TIME

M & M INDUSTRIES

P. O. Box 91 South Milwaukee, Wis.

For More Information Circle No. 210

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Newly Improved CLEANSING CREAM

Now packad in unbreakable beautiful ½ lb. and 1 lb. PLASTIC CONTAINERS

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- Spirit Carbon & Ribbon Stains
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Kleen-All removes stains fast. Leaves hands soft and smooth. Does not remove or discolor fingernail polish. A 100% pure cream—no filler used. Contains no impurities which have to be hidden with color. The SNOW WHITE cleansing cream made solely of cosmetic ingredients. Can be used for removing stains from clothes.

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KLEEN-ALL will not deteriorate, harden or shrink while standing on your shelf. UNCONDITIONALLY GUARANTEED FOR ONE YEAR.

We also manufacture high quality DUPLICATING FLUID.

Our products can be ordered through your local supply house

Write for price list and FREE 2 oz. sample jar.

KRAYER MANUFACTURING CO., Inc.

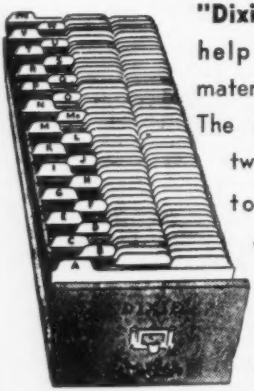
542-548 Pine Street Elizabeth 1, N. J.

For More Information Circle No. 212

Southern Folder & Index Co.

P.O. Box 1232, El Dorado, Ark.

Small Folders in the "Dixie" System help you find material easily. The guides are two positions to the left with folders two positions to the right.



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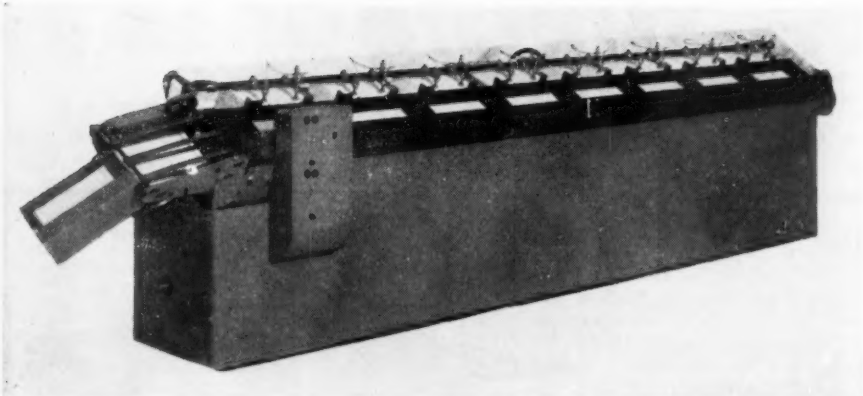

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Graphic Arts Development Co., 3812 West 150th St., Cleveland 11, Ohio, makes the Model B automatic collator which will collate sheets from 5" x 8" to 11" x 14" at a speed of 4,000 sets or 32,000 sheets per hour. It will handle all stocks from onionskin to 125-pt. board and certain types of one-time carbon. Each of its eight feeders holds 11½" of stock. An electro-mechanical detector checks each collated set and stops machine if sheets gathered are incorrect. Occupies 36" x 140" floorspace, operates on 220-volt 60 cycle single or three phase AC. **For More Information Circle No. 354.**

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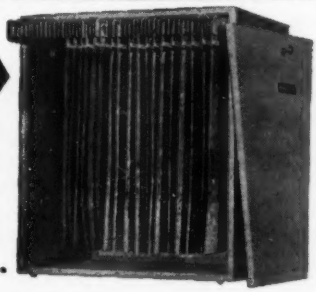

For More Information Circle No. 308

NEWS of the Office

Operations Research Society

The Fourth Annual Meeting of the Operations Research Society of America will be held in Washington, D.C., May 10-11, at the Sheraton Park Hotel. Sessions will be devoted to the following subjects: the role of cost in systems analysis and operations research, operations research in medicine and public health; exercises, tests, and experiments in operations research; systems analysis in decision making in complex organizations, the theory of queues and its applications. Founded in 1952, the society has over 1200 members. For information write Norvell E. Miller III, business manager, Mt. Royal & Guilford Aves., Baltimore 2.

Computing Machinery Meeting

The Assn. for Computing Machinery has accepted the invitation of the University of California at Los Angeles to hold its 11th Annual Meeting there Aug. 27-29. Local arrangements will be under the direction of Dr. Gilbert King, International Telemeter Corp. Correspondence concerning the meeting should be addressed to Assn. for Computing Machinery, Box 3251, Olympic Station, Beverly Hills, Calif. Papers concerned with all phases of analog and digital computation are solicited. The time allotted to each contributed paper will be limited to 15 minutes. To have a paper considered, submit three typewritten copies of a 100-word abstract and three typewritten copies of the complete manuscript. The manuscript should be on unfolded 8½" x 11" white paper suitable for photo-reproduction. Including any drawings, it must not exceed four pages. Send abstracts and manuscripts to J. P. Nash, University of Illinois, Urbana, Ill., by May 15.

RSPA Executive Director

Raymond E. Hoyne

Raymond E. Hoyne has been appointed executive director of Railway Systems & Procedures Assn., succeeding George C. Randall who retired. Mr. Hoyne, a lawyer, was formerly Adjutant General of an Army Corps in Japan.

Ballpoints for Post Offices

Hand-dip pens in post offices will soon be a thing of the past, Postmaster General Arthur E. Summerfield said in announcing competitive bids for 500,000 ballpoint pens and 500,000 refills for use in post offices throughout the country. Mr. Summerfield said experiments conducted for many months at selected post offices in various sections proved so encouraging that overall use of ballpoints was recommended. This will mean savings in custodial labor needed to fill ink wells, replace points, etc. Commenting on pilferage, Mr. Summerfield said it was held to a minimum in the majority of post offices. Few will risk up to a year in prison or up to $500 fine to steal a pen labeled, "Property of the United States Post Office Department" and chained to the desk.

Filmstrips on Electronics

How management can improve its decisions with the aid of electronics is described in a series of four 35-mm color sound filmstrips released by American

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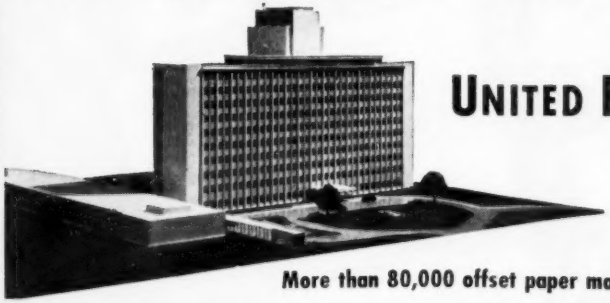
cuts duplicating costs $70,000 a year



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To meet the accelerated requirements of paper duplication work, United installed XeroX© copying equipment three years ago. Today, says a Company official, if it were not for versatile xerography, the utility would have to enlarge its 11-person stenographic pool by at least another dozen—just to keep pace with present requirements.

While this saving alone amounts to an estimated $30,000 a year, United is even more impressed at the speed with which vital paperwork can be produced. Nearly 20 departments rely on xerography for fast, accurate, dependable copying of any kind. In one year the service section prepares more than 80,000 offset paper masters by xerography at an indicated saving of at least another $40,000—and two-thirds of the original documents have to be enlarged or reduced, a simple task by xerography.

Versatile xerography provides the solution to your copying needs. Original copy may be enlarged, reduced, or copied same size. Masters may be made from opaque originals or from copy on both sides of a sheet. Let us show you with facts and figures how xerography can cut your duplicating costs for all types of paperwork.

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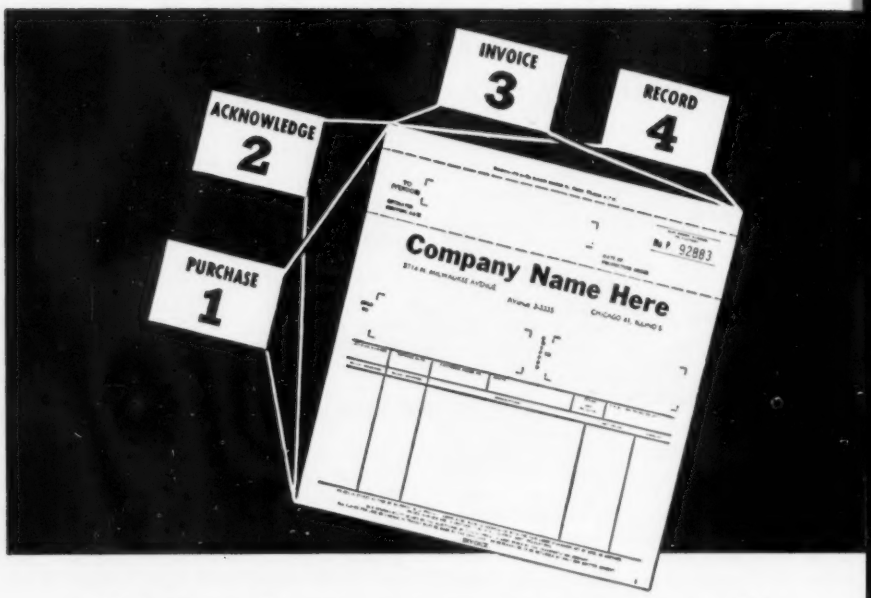

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New form does work of four! Top executives of 3 Chicago firms, representing manufacturers, called in their Baltimore Business Forms specialist to solve an operating problem. Together they came up with a plan to slash costs. The Baltimore Business Forms specialist designed a form that combines four steps in one.

Since these firms carry no stock, they have to acknowledge the order—place the *order* with the manufacturer they represent—*bill* their customer—and finally file a *record* of the sale for sales analysis work, reordering, etc. In the past each of these steps, dictating and typing, was done separately. Now one typist handles all jobs at once. These forms are designed so that only the information pertaining to the specific receiver goes on his copy.

It takes experienced "system-planners" to produce money saving results. Baltimore Business Forms has a competent staff of experts who have satisfied thousands of business houses. And because this line is *complete*, you get unbiased recommendations along with unmistakable proof that your business form problems can be solved.

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For More Information Circle No. 181

Management Assn. The series is the first training film on electronic data processing that covers the complete field: evolution, definition, machine function, methods and applications, effect on personnel policy and company planning, and future developments. It is intended for orientation of top management, financial executives, clerical and nonclerical employees in the elements of electronic data processing. The four filmstrips are sold as a set by American Management Assn., 1515 Broadway, New York 36.

Record Controls in West

Record Controls, Inc., Chicago, announce the appointment of Dr. Fred S. Cook of Palo Alto, Calif., as their west coast consultant.

Operations Research Course

A two-week summer program in Operations Research at Massachusetts Institute of Technology from June 25 to July 7, will be devoted to probability, probability models and other mathematical models chosen on the basis of physical analysis of the operation. Topics will include linear programming, production and inventory scheduling, distribution theory, correlation and time series, the queueing problem, maintenance scheduling, inventory control, and application of Lanchester's equations. Applications from Summer Session Office, Room 7-103, Massachusetts Institute of Technology, Cambridge 39, Mass.

Summer Electronic Courses

Wayne University offers the following intensive summer courses: Automatic Computer Application and Evaluation, July 23-28; Electronic Data Processing, July 30-Aug. 4; Engineering and Scientific Application of Computers, Aug. 6-11. Information from A. W. Jacobson, director, Computation Laboratory, Detroit 1.

Records Scholarships

For the eighth consecutive year the National Records Management Council is awarding fellowships for advanced study, according to Robert A. Shiff, council president. Three grants this year provide $1,000 each for three months of research in records management and archives administration. Open to enrolled graduate students and college and university faculty. Deadline for filing applications is May

Steering committee for the 9th Annual International Systems Meeting of Systems & Procedures Assn. of America in Philadelphia, Oct. 22-24. L. to r.: W. H. Enters, Radio Corp. of America, general vice chairman for publicity, publications and exhibits; T. M. Duthie, Philadelphia National Bank, secretary; R. M. Keegan, Curtis Circulation Co., executive vice chairman; J. A. MacQueen, Alan Wood Steel Co., general chairman; J. A. Stringer, Horace T. Potts Co., general vice chairman for program and arrangements; E. B. Donahue, Atlantic Refining Co., general vice chairman for registration and finance.

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For More Information Circle No. 248

15. Applications from National Records Management Council, 555 Fifth Ave., New York 17.

Maine NOMA Scholarship

The Portland, Me., Chapter of National Office Management Assn. will give a full four-year scholarship at Portland University, College of Business Administration. Open to any boy or girl graduate of a Maine secondary school selected by a committee of three NOMA members on the basis of scholastic aptitude and social worth.

Dr. Limberg Promoted

Herman Limberg was appointed senior management consultant on work simplification in New York City's Division of Administration, City Administrator Charles F. Preusse announced. Dr. Limberg joined the city in 1948 as chief of the training and education section of the Budget Bureau's Division of Analysis. He is coordinator of citywide forms control, records management, and fuel management programs and editor of the city's "Manual of Form Design" and "Manual of Procedures." Author of articles in THE OFFICE, Dr. Limberg is adjunct assistant professor of finance and management at Pace College and lecturer in management at the Baruch School of Business and Public Administration.

Where Girl Grads Work

The Department of Labor and the women's section of the National Vocational Guidance Assn., released preliminary findings of a survey to determine the job pattern of the 81,000 women who graduated from college in June, 1955. Information was collected from 3,000 women graduates of 108 colleges and universities in all sections of the U. S. The survey findings were presented to the annual convention of American Personnel & Guidance Assn. by Alice K. Leopold, Assistant to the Secretary of

Labor for Women's Affairs.

Teaching, as has been traditional, attracted six in every ten of those employed at the time of the survey. Two in every ten took up professional work such as nursing, social science, reporting and biological testing. The remainder entered secretarial or clerical work, and jobs in retail trade, service and finance industries.

Teaching attracted not only 95% of the women who had majored in education but at least half of those who majored in English, music, history, home economics, mathematics and physical education. Also successful in applying college work to their vocation were the majority who prepared for nursing and the biological sciences. The same was true of chemistry majors, about 50% of whom are employed as chemists. Of the business and commerce majors, close to one-half are in offices.

Among graduates who took jobs not so closely related to their undergraduate study were some who majored in history and psychology. Of the former, almost one-eighth became employed as secretaries, stenographers or typists and more than one-sixth as other clerical workers. Among those who had majored in psychology, about 30% reported employment in clerical work; 20% in recreation, religious, social activities; and 6% in banks and insurance companies.

The highest average salaries reported for the college graduates during their first year of work were $3,900 a year for chemists and $3,848 for mathematicians and statisticians. The average for teachers was $3,197 and for all occupations reported $3,141.

A third of the 1955 graduates were married, the majority of whom were working wives. About seven in every ten of the total group were either 21 or 22 years of age, about 8% 30 years or older.

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Formation of the 155th and 156th local conferences of National Assn. of Bank

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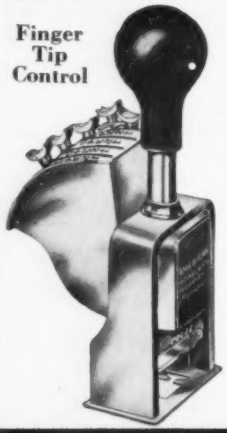

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For More Information Circle No. 209

Auditors & Controllers was announced by the association's second vice president Steve H. Bomar, who is vice president and treasurer, Trust Company of Georgia, Atlanta. One conference is in San Juan, Puerto Rico, the other in Southern Indiana.

BISI Quarterly Meeting

The Basic Iron & Steel Industry Committee of Systems & Procedures Assn. of America will hold their quarterly meeting at the Bismarck Hotel, Chicago, May 17-18. The program to be discussed will be Clerical System in the Sales Department. Officers will be elected for the forthcoming year.

Office Bosses Are Better Liked

DONALD A. LAIRD

OFFICE WORKERS like their bosses better than do blue-collar men. Records from industries indicate that this is a general trend although not all white-collar bosses are the sort you'd rescue first from a sinking boat.

White-collar workers usually think everything about their jobs is rosier than the blue-collar workers do. This rosiness may spill over and give the boss a bigger halo than he deserves. But there are other indications that the white-collar boss does have better skill in getting along with people. Perhaps, too, white-collar workers are more satisfied with the prestige their "higher class" work brings them and so do not as often do things to bring out the boss' bad side.

Should an office worker who skips work every now and then be looked upon as a deserter, or as a refugee? To find an answer, the records of some of the accounting offices of a large utility corporation were analyzed. It was discovered that the absent workers were refugees rather than deserters.

It was found that fewer of these

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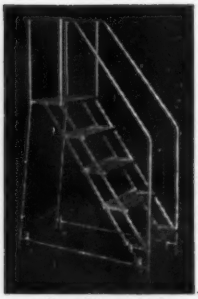

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For More Information Circle No. 313

clerks were satisfied with the human atmosphere in the offices with most absences. The high-absence offices were also less satisfied with the way their supervisors handled people, stood up for the workers and with the boss in general. The human relations atmosphere in the low-absence offices, in contrast, was much more satisfying. It is easy to understand how the clerks working in these would be more interested in getting to the job every day. Work was more than just a job for them.

Days lost from work are considered an indicator of the efficiency of a firm, or of a department. This analysis found that mandays lost did not reveal as much about how to prevent it as did the number of times absent. One clerk with the flu would lose 10 mandays, but have only one absence. The clerk who was absent only one day (to go to a ball game) would reveal much more about the reasons for absences.

...They Are the Same

(Continued from page 111)

pression in the wood. The sale or barter of goods (pigs, fowl and pieces of iron) are recorded on separate positions on the stick. The stick is hung near the fireplace where it becomes smoked and blackened with age. It then can serve as evidence of a debt of long standing since it would not be easy to forge an old notch. An old stick also acquires a high value as a lucky stick, and it is customary in disputes to swear by such sticks, calling down vengeance if a lie has been told. I doubt if a present-day contract could carry such potency.

Tally sticks were used all over Europe during the medieval period and particularly in England from about 1100 to 1826 when they were officially abolished and a system of "indented cheque receipts" substituted. They were used primarily as a receipt for the payment of taxes into the Royal treasury.

Originally these were 9″ long, but grew until in some cases they were an

extreme of 8½ ft. A notch representing 1,000 was the thickness of a man's hand. After a tally was notched, it was placed in a vise and split in two with half the notch showing on each piece. One piece was kept by the public official, usually the sheriff, and the other piece was given to the payer to serve as his receipt. When another payment was made, the two pieces were put together and a suitable notch was made. The taxpayer's name was written on one end of the stick for identification, and a piece of leather was nailed to the other end so it could be hung up. In the case of a dispute, both halves of the tally were produced and a decision was made according to whether or not the notches corresponded. Because they were in such common use, the tallies were not difficult to "read" and any XIII century clerk could interpret them with ease.

In a great burst of reforming zeal, some officials decided to burn the tally sticks in the furnace of the House of Lords with the result that the furnace overheated and the Houses of Parliament were destroyed along with the tally sticks. Some sticks were found later in a chapel and these are all the authoritative record that remains of that extensive system.

With the development of writing and the growth of public education, such object records were eliminated and today we consider them quaint and interesting relics of a bygone age, surviving only in some primitive societies. The key to all these records was that a trained interpreter was needed to read them before they could be understood. But what of the magnetic drums and punched tapes of today? The sensitized dots and the punched holes are meaningless until they are fed into an electronic machine for interpretation. Again we are using object records that need a special interpreter and the cycle has been completed from the ancient and primitive records to the modern ones. "The more things change, the more they are the same."

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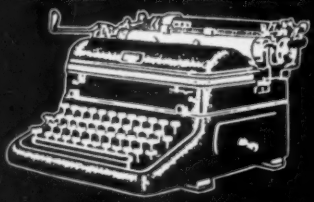

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For More Information Circle No. 205

It's Not Healthy

(Continued from page 132)

ployees, while other companies have similar facilities for executives only. Many companies seek to minimize the difference in levels between executives and subordinates wherever possible. Common recreation facilities serve as a leveling factor, save the possible embarrassment, heightening of labor-class conscious conflicts, and minimize the expense of recreation quarters for executives only.

Parke, Davis & Co., pharmaceuticals manufacturer, has made available to executives and other personnel the picnic areas on the firm's 700 acre farm, Parkedale, at Rochester, Mich. Similarly, National Cash Register Co., Dayton, Ohio, has a popular summer recreation center for all employees, called Old River; and a country club with two 18-hole golf courses.

Indicative of recreation facilities for upper management only is the modest Talemomocraha country club, named after company officials of the Atlantic Gas Light Co. The club house and grounds were financed, belong to and are operated by the executives, supervisors and engineers for their families. Activities include boating on Allatoona Lake, swimming and fishing, horseshoe pitching, bingo, dancing and camping.

Some firms provide "retreats" where groups of executives can spend several days at a country resort—where they informally, casually discuss business problems and evolve long-term policies. In this vein, some companies either send their executives for additional training in short advanced management courses at the Harvard Business School, or to other schools for refresher or general courses for as long as one year. One chemical company encourages its top officials to take brief spring and winter vacations in addition to a longer regular summer vacation. There are firms which experimentally are enabling key executives to have a six-week sabbatical leave every three years.

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For More Information Circle No. 229

NEWS of the Industry

Columbia Executives

John D. Edwards

The board of directors of Columbia Ribbon & Carbon Mfg. Co. announced with regret the retirement of Lewis M. Dixon and Robson S. Moore. Mr. Dixon was one of the company's pioneers and former vice president. The vacancies on the board were filled by John D. Edwards, vice president in charge of sales, and R. L. Banks, vice president in charge of sales research. Douglas A. Newman was elected vice president of product research. Mr. Edwards has been with Columbia since 1939, Mr. Banks since 1934, and Mr. Newman since 1933. Columbia has just completed one of the best years in its half-century history.

R. L. Banks

Douglas A. Newman

4½ Acres of Office Exhibits

Rudolph Lang, managing director, stated that the National Business Show Oct. 15-19 in New York's new Coliseum, will have more than 300 exhibits, large and small, in the 4½ acres of space the show will occupy. It is anticipated that approximately 100,000 executives will attend during the five-day period.

GBC Acquires Rex-O-Graph

General Binding Corp. announced, through its president, William N. Lane, the outright stock purchase of Rex-O-Graph, Inc. General Binding Corp. is the world's largest manufacturer of plastic binding equipment and supplies, with nationwide branch offices and subsidiaries in most foreign countries. Rex-O-Graph, Inc., manufacturers of duplicating equipment for over 25 years, will continue operations from their present factory and offices at 7840 West Hicks Street, Milwaukee, as the Rex-O-Graph Division, a wholly owned subsidiary of General Binding Corp. Present management and employees will be retained and all current models of Rex-O-Graph duplicators, as well as supplies, will continue to be sold through the company's franchised dealers.

Moore Dealer Manager

Russell B. Miller

Moore Business Forms, Inc., announced the appointment of Russell B. Miller as manager of the dealer department of their eastern division with headquarters at the company's Niagara Falls, New York home office. Mr. Miller will be responsible for the sale of Moore printed products and registers through retail outlets. He has been with Moore for the past 13

World's Finest Duplicators

AT THE WORLD'S LOWEST PRICES

Introducing

SPEED-O-PRINT'S

LIBERATOR MODEL 300 ELECTRIC

SPEED-O-PRINT CORPORATION
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Circle No. 415

New! ACCO TENPAK

Makes Everybody a Prospect For This New "Acco First"

Aggravation of lost, mislaid papers — eliminated.

Counter Displayed for convenient Self Service — Watch for TENPAK.

Creates positive safety for your papers — in or out of files.

Opens new opportunities for efficient business operation.

Be ahead—start using the Acco method of paper fastening now.
You'll soon be using all Acco *products for better filing.*

Acco Fasteners No. 12 and 22 are also available in boxes of 50. Ask your stationer.

ACCO PRODUCTS, INC.
Ogdensburg, New York
In Canada: Acco Canadian Co., Ltd., Toronto

For More Information Circle No. 124

years and will work with the field sales staff in providing complete service to Moore's retail dealers.

Bankers Box Co. Expansion

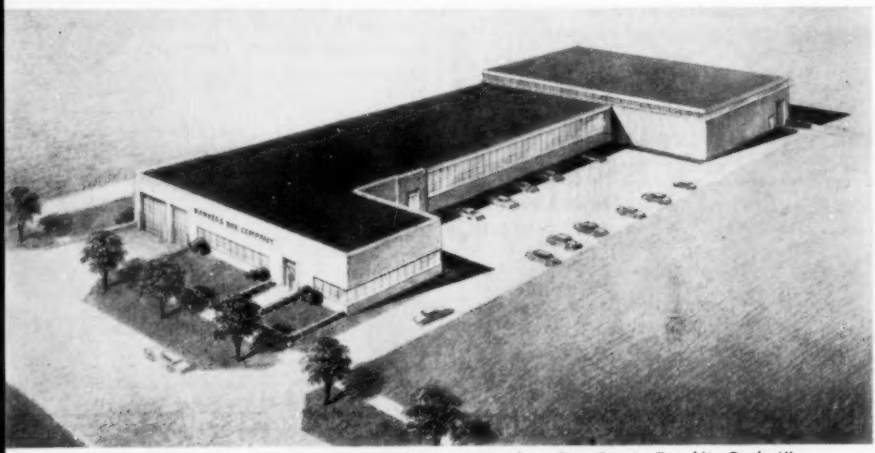
Construction is underway on a modern general office, factory and warehouse building for the expanding operations of Bankers Box Co., Chicago manufacturer of record storage filing equipment. John E. Fellowes, vice president, said the single-story structure, on a 3½ acre plot in Franklin Park, Ill., 15 miles west of downtown Chicago, will contain the latest mechanized material handling equipment and systems to provide a constant production flow from incoming raw materials to finished products. An enclosed rail siding and motor truck dock will facilitate receiving and shipping. With unsurpassed road, rail and air connections close at hand, Bankers Box Co. will be able to render further outstanding service to its nationwide distributors and dealers. The company expects to move to their new quarters at 2607 N. 25th Ave., Franklin Park, Ill., by Nov. 1. It is expected that well over 90% of the present experienced production and office personnel will continue at the new location which is easily accessible to most of metropolitan Chicago. The location is expected to please customers of the 38-year-old company because of the adequate parking facilities and other spacious features. Founded in 1918 by H. L. Fellowes, chairman of the board, and W. J. Nickel, secretary-treasurer, the firm's entire efforts and production are devoted to products designed specifically to house all types of inactive records.

Sweda Appointments

Herbert Ramstedt, president, Sweda Cash Register, Inc., Chicago, announced the promotion of Wade Senter to sales manager. Mr. Senter had been western divisional manager of the Long Beach, Calif., office. Lee Armstrong, sales engineer for the corporation, was appointed western divisional manager. Mr. Ramstedt also announced construction of a

Wade Senter

Lee Armstrong



New general office, factory and warehouse of Bankers Box Co. in Franklin Park, Ill.

Big Numbers

boost efficiency

FORCE Columbia

Automatically prints large, legible numbers on file folders, job tickets, time cards, etc., makes for easier reading, faster work. (Provides consecutive, duplicate or repeat numbering.) See your dealer or let us send our catalog—*"How to Select a Numbering Machine."*

Specify FORCE for the Finest

WM. A. FORCE
& COMPANY, INCORPORATED
216 NICHOLS AVENUE, BROOKLYN 8, N. Y.

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Secretaries Love it!

THE LOW COST LIBERTY COPYHOLDER. Holds copy in full view . . . makes typing easier . . . speeds work! In handsome grey finish 7" by 9½", 5" base.

Own One For Every Desk

ONLY $1.30 EACH

BANKERS BOX CO.
720 S. Dearborn St. • Chicago 5, Ill.

For More Information Circle No. 274

building addition that will double the present plant size. The new building is scheduled for completion this spring.

SMNA Officers

The Safe Manufacturers National Assn. elected the following officers at their annual meeting: A. R. Hedeman, Shaw-Walker Co., president; A. W. Jackson, Diebold, Inc., vice president; W. J. Parker, secretary-treasurer. Directors are Warren Mosman, Herring Hall Marvin Safe Co.; S. R. Akers, Meilink Steel Safe Co.; Edwin H. Mosler Jr., Mosler Safe Co.; Raymond Koontz, Diebold, Inc.; H. V. Widdoes, Remington Rand Div., Sperry Rand Corp.; L. C. Walker, Shaw-Walker Co.

Lamb Appointments

Appointment of Howard F. Doll as vice president and plant manager, and Francis H. Gerlach as vice president and engineering manager, was announced by Lamb Electric Co., Kent, Ohio. Mr. Doll went with Lamb in 1949 as plant manager. Mr. Gerlach joined Lamb in 1953 as manager of engineering. Walter H. Poesse and Milton H. Spielman, two of the founders of the original company, have resigned as vice presidents but will continue as consultants. Now in its 41st year, Lamb Electric Co. designs and manufactures special application, fractional horsepower motors.

Winner of first prize in the third-quarter window contest of Smeat Mfg. Co., this display won the Zillmers of Waukesha, Wis., a Caribean cruise.

American Business Systems has found it necessary to expand again. The firm, one of the largest manufacturers of forms in Delaware Valley, completed a million-dollar plant at 2929 B St., Philadelphia, less than three years ago. It already has outgrown these facilities and is constructing an additional $500,000-plant in Philadelphia. The new facilities more than double the firm's production capacity. New machinery includes special equipment for production of forms for electronic computing machines. American Business Systems now employs 150 and expects employment probably will be doubled. The firm was founded in 1942 by Robert J. Weinstock and Si Gaynor.

Thomas Regional Manager

Appointment of Howard E. March as regional sales manager was announced by George W. Oliver, president of Thomas Collators Inc., New York. Mr. March will be responsible for the company's eastern territory which includes all states along the eastern seaboard. He served for eight years as superintendent of manufacturing at the Thomas Collators', Springfield, N. J., plant and was in charge of sales-servicing for the plant.

Clary Looks at Future

Clary Corp. is observing the tenth anniversary of the production of its first adding machine. Hugh L. Clary, president and founder, in looking at the future of the industry in general, stated that modern equipment would allow offices to catch up with factories in mechanization. "It gives promise," Mr. Clary said, "of being one of the most rapidly expanding industries in the next 20 years."

Brand New Erasers . . .

In Tune with Today's Business!

These new Weldon Roberts Erasers achieve neater, faster erasing of writing from today's electrically and manually-operated typewriters and office machines. They save overhead substantially by speeding and simplifying the work of office employees.

NO. 378 GRAYPOINT. Paper-wrapped quality gray eraser for ink and typing. For typists, office workers, draftsmen, accountants.

NO. 448 GREEN GLOW. Paper-wrapped soft green eraser for a wide variety of pencil and cleaning work. For office, drafting and school use.

Ask your stationer for demonstration NOW!

WELDON ROBERTS RUBBER CO.
365 Sixth Avenue, Newark 7, N. J.
World's Foremost Eraser Specialists

For More Information Circle No. 275

Heads Duplisette Division

George Meller

Carteret Printing Co., New York, announced the appointment of George Meller as head of its Duplisette Division. Carteret is one of the pioneers in development of snap-out carbon - interleaved forms and systems, and the Duplisette is the firm's recent addition to its Blue Chip line of forms. Mr. Meller is completing allocation of distributorships, through which Duplisette will penetrate all major markets in the U.S. and Canada.

Apsco Expands Plant

To meet the ever-increasing demand for its pencil sharpener and desk accessory line, Apsco Products, Inc., has embarked on a program of modernization and new construction at its Rockford, Ill., plant. The addition of 26,000 sq. ft. of manufacturing space adjoining the present factory at 2415 Kishwaukee St. will make possible a new and spacious shipping department, a modern paint shop, and a refurbished sub and final assembly line. This additional space, which will be occupied about Aug. 1, is so planned that as further expansion is required, another area equal to the initial unit can be added as a second floor to the overall plant. The new construction will enable Apsco to create a constant flow of raw materials along a one-floor assembly line. This will expedite production and enhance present quality control methods, said A. D. Farrell, vice president.

Bruning Installment Plan

Charles Bruning Co., manufacturer of Copyflex reproduction machines and materials, announced adoption of a sales finance program to make Bruning equipment available under long-term installment plans. The program, developed by C.I.T. Corp., provides terms to three years on an equal-monthly-payment basis, or seven years with graduated payments geared to the sum-of-the-digits method of depreciation. Equipment available will include Copyflex machines, drafting room furniture, drafting machines, surveying and optical tooling instruments and other equipment sold by Bruning. Down payments will be flexible with a 20% minimum on terms of more than five years.

A Dixon Director

The election of Horace B. VanDorn Jr., as a director of Joseph Dixon Crucible Co., was announced by Frank G. Atkinson, president. Now vice president in charge of trade, industry and public relations, Mr. VanDorn looks back on

Directors of Wood Office Furniture Institute held their first meeting to plan market analysis, uniform standards and technology programs for the industry. In front: Douglas Whitlock, general counsel and board chairman; Raphael Blessinger, Jasper Desk Co.; Moselle Taylor Meals, Taylor Chair Co. Rear: C. L. Pettibone, B. L. Marble Chair Co.; T. R. Pitts, Myrtle Desk Co.; Sterling Lord, Leopold Co.

SUPPLIERS OF EXPERTLY CONSTRUCTED

SILK FABRICS

AND

NYLON FABRICS

FOR MANUFACTURERS OF
QUALITY TYPEWRITER RIBBONS

BOMONT, INC.

21 WEST STREET, NEW YORK 6, N. Y.

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America's quality drawing and computing devices approved by artists and draftsmen. They like their accuracy, their transparency, the ease of using them . . . and their many plus features. Triangles, French Curves, T-Squares, Protractors and many others. *Send for free Catalog*

THE C-THRU RULER CO.
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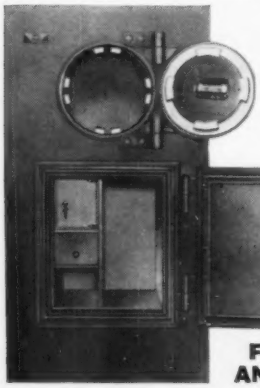

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FOR MONEY AND RECORDS

YOUR BEST PROTECTION for both money and records, in one combination unit. Schwab's Round Door Mercantile "E" Bank "H" rated Burglary Chest shows where money is and prevents wrecking of the fire resistive records safe anchored below. Unit can be built to fit your needs. Chest has Underwriter's Relocking Label—saves you additional 10% insurance premiums. Write us your particular requirements or ask for literature.

SCHWAB SAFE COMPANY
LAFAYETTE, INDIANA

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THE

"KOH-I-BALL"

. . . the New Double-Ended Ball-Point Pencil

• writes RED • writes BLUE

another Koh-I-Noor exclusive . . . the only two-in-one ball point pencil of its kind on the market.

√ ***polished brass nose-pieces***
√ ***light wooden barrel***
√ ***full-length red & blue ball-point inserts (easily replaced with available refills)***

Packed either 12 Koh-I-Balls on a display card or in a dozen box.

Retail price 49c
trade and quantity discounts available.

Koh-I-Noor Pencil Co.
Bloomsbury, New Jersey

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AN ADDING MACHINE

FOR ONLY **$14.95**

The RELIABLE Addometer adds, subtracts, multiplies—does BIG work at LOW COST!

Here's a bantam-weight, portable adding machine that handles figure work as speedily and efficiently as many big, expensive machines. Ideal for business record keeping, inventory work, payroll figuring, billing, checking receipts, etc.

OUTSTANDING ADVANTAGES

Adds, subtracts, multiplies by *direct* action • Easy, speedy operation; instant dial clearance • 8-column capacity; totals always visible • Guaranteed satisfaction or money back.

See your office appliance dealer, stationer, or write—

Reliable Typewriter & Adding Machine Co.
301 W. Monroe Street • Chicago 6, Illinois

For More Information Circle No. 137

48 years of service with Dixon. His first post was in pencil sales for the New England territory in Boston. After 13 years he was moved to Jersey City as special pencil representative and assistant sales manager, being named sales manager in 1930 for the marketing of pencils and allied products. He held this post for 20 years and was elected vice president in 1948.

Manpower Western Executive

Richard L. Green was appointed sales manager of the western division of Manpower, Inc. The firm's west coast operations manager, Vernon D. Patterson, made the announcement. Mr. Green will supervise Manpower's offices west of the Rockies. His office will be in San Francisco at 821 Market St.

Parsons Mill Modernization

In keeping with their continuing policy of mill modernization, Parsons Paper Co., Holyoke, Mass., is progressing with a sizable new equipment program. Henry V. Burgee, vice president and general manager, stated that, "Only completely modern and often times specialized equipment can insure the maintenance of top quality standards in our fine cotton fiber prestige papers. The exacting specifications of business for localized watermarks, precise color match and other important characteristics of business papers are prime figures in the sale of our lines."

Diebold N. Y. Manager

M. M. (Mort) Raymond has been appointed manager of the New York branch of Diebold, Inc. He was assistant manager since 1953, and is succeeded by Robert E. Longden as assistant manager.

Dick Regional Offices

Opening of Atlanta, Dallas, and Pittsburgh regional offices and appointment of regional sales managers in four cities were announced by A. B. Dick Co. Pre-

You can HEAR yourself think...

in an office equipped with

KIL-KLATTER

Nobody has to put up with typing racket, typing shock or, worst of all, jangled nerves. A KIL-KLATTER Pad makes any typewriter really quiet. For KIL-KLATTER is resilient all-hair . . . an everlasting sound and shock absorber. Made of famous OZITE All-Hair Felt.

Treated top to keep machine legs from digging in.

Slip-proof bottom to prevent the machine from skidding.

Fits all typewriters and many other business machines.

$1.25 AT YOUR STATIONER OR OFFICE SUPPLY DEALER

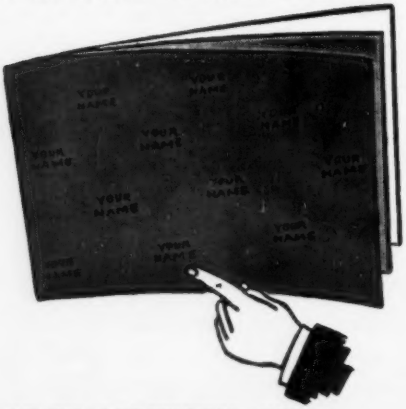
KIL-KLATTER

THE SCIENTIFIC TYPEWRITER PAD

"The answer to a quieter office may be under your typewriter"

For More Information Circle No. 254

Spirit MASTER UNITS or CARBON PAPER now IMPRINTED with your PRIVATE BRAND NAME



AT NO ADDITIONAL COST OTHER THAN ART AND PLATES

Duplicating carbons should produce the same number of sharp, clear copies every time. You can depend on the *uniform* high quality of Colonial carbons—because for years Colonial has *specialized* in the manufacture of spirit master units, spirit carbons, gelatin carbons and related duplicating supplies. Colonial carbons give longer runs, clearer copies, and above all, *uniform* results.

Send us a sample of your imprint—a rough sketch will do—for quotations.

Colonial
CARBON COMPANY
GENERAL OFFICES • SKOKIE, ILL.
For More Information Circle No. 263

viously they had regional offices only in New York and San Francisco, with other regional sales managers headquartered in Chicago. E. P. Jordan, general sales manager, said the new regional offices are expected to facilitate closer assistance to the company's distributors. Harold N. Cheney heads the Atlanta office, J. G. C. Creal heads the New York City office and N. H. Vanek is in charge at Dallas. B. A. Wilson goes to Pittsburgh as office head there. The Chicago regional office is under Myron G. Stolp; San Francisco is headed by R. P. Kaspar.

NSOEA Convention Chairmen

Ivan Allen Jr., president, National Stationery & Office Equipment Assn., has apointed Norbert Burgess of Sanford Ink Co. as general chairman of the 1956 convention. Co-chairman is Art Replogle of Replogle Globes. The convention will be held Sept. 29-Oct. 3 at the Conrad Hilton Hotel, Chicago. Full details can be had from NSOEA at 740 Investment Bldg., Washington 5, D.C.

Kit for the new five-point cooperative-incentive promotion plan offered by Facit, Inc., to dealers handling Facit calculators, Odhner adding machines and Halda typewriters.

New Filmotype Plant

Filmotype Corp., Chicago, manufacturers of Filmotype Photo-Composition Machines, has purchased 30,000 sq. ft. of land in Skokie, Ill., for erection of a new plant scheduled for completion in June. The one-story, 15,000 sq. ft. structure will be tailor-made for manufacturing Filmotype Photo-Composition Machines and Filmotype fonts. To provide faster service for Filmotype's users across the country, in addition to maintaining Filmotype's overnight font delivery service, many innovations will be incorporated in the new plant, including an ultra-modern photographic laboratory, in-plant traffic system and a new product development department.

Saphier Promotes Glucksman

Jerome B. Glucksman has been appointed director of client relations at Michael Saphier Associates, Inc., interior office design firm, it was announced by Lawrence Lerner, executive vice president. Mr. Gluckman joined the firm in 1949.

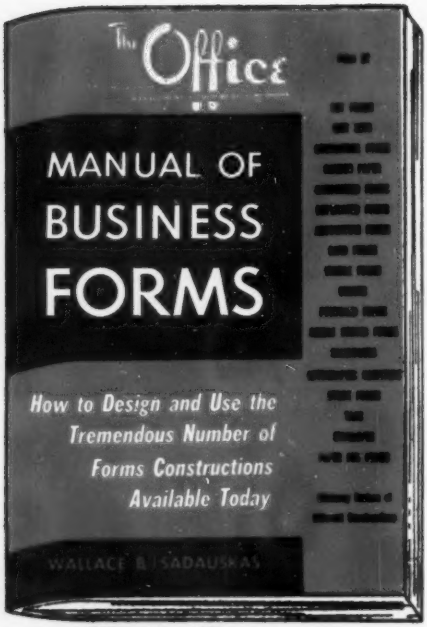
Federal Executives

Federal Business Products, manufacturers of continuous and unit set forms, announced the appointments of George A. Deering as vice president in charge of sales, and Edward L. MacLauchlan as vice president in charge of production. Mr. Deering was president of G. A. Deering Associates and Ideal Carbon Paper Corp. Benjamin Tobler, president of Federal, stated the appointments were made necessary by the company's tremendous growth during the past three years.

Lithoplate Appoints Martin

Bert L. Menne, vice president in charge of sales for Lithoplate, Inc., makers of Alum-O-Lith presensitized offset plates, announced the appointment of Sidney Martin as technical field representative for the Harris-Seybold line of

For More Information Circle No. 258



. . . a guide to businessmen, office executives and purchasing agents

The basic principles of design and construction of business forms, illustrated with nearly 100 charts, examples and pictures. The Manual of Business Forms points out the many different varieties of forms available for use in business and industrial management.

The only objective work on the subject. For the first time, all the tremendous number of available forms constructions are described in a manner which allows the reader to select the best type for a particular business system. Time studies of forms processing operations are reduced to efficiency factor figures in easy-to-read charts which pinpoint the basic advantages and disadvantages of each type of construction. In addition, there are chapters on carbon paper, tags, envelopes and paper. Other chapters thoroughly cover duplicated forms, checks, pegboard forms, autographic registers, stock forms, manifold books, and many others. The Manual includes many pages of informative advertising, providing a wide range of sources for the reader to use in selecting forms manufacturers and suppliers.

MANUAL OF BUSINESS FORMS
$2 a copy postpaid in U.S.

OFFICE PUBLICATIONS CO.
232 Madison Ave., New York 16

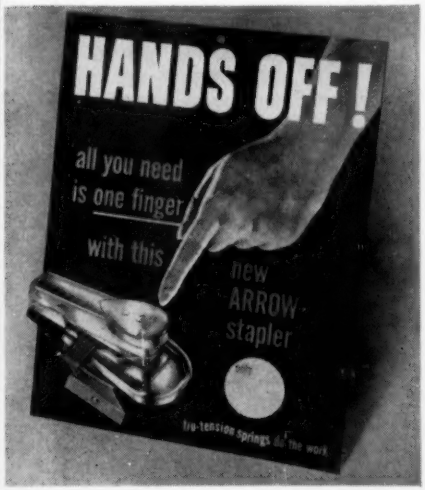
chemicals being distributed in the western area by Lithoplate. Mr. Martin will cover the 11 western states, assisting lithographers with technical problems and advising them on the most efficient uses of Harris-Seybold lithographic chemicals.

GBC General Sales Manager

Robert J. Donahue has just been appointed general sales manager of General Binding Corp. He will be in charge of the national sales organization and responsible for all company sales. Before this appointment he was regional manager and national director of sales training for General Binding Corp.

A. B. Dick Sales Executives

Promotion of three sales executives was announced by A. B. Dick Co. C. M. Dick Jr., vice president-sales, said John H. Hamline is sales administration manager, a new position; Ray B. Allen, sales development manager, and Will A. Hedman, national accounts sales manager.



Display card for Arrow Fastener's No. 105 Office Stapler tells customers to keep "hands off!" because one finger will operate stapler.

3 PHONE PROBLEMS SOLVED

1. *Safeguarding privacy.*
2. *Quieting the office.*
3. *Better hearing—noisy places.*

HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature
HUSH-A-PHONE
65 Madison Ave.
Room 710
New York 16

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CARBON — INTERLEAVED PULLOUTS — SINGLE SET
OFFSET & LETTERPRESS
FINE QUALITY — LOW PRICES — FAST DELIVERY

Among Nation's Most Progressive Printing Plants
(Expanding Steadily Since 1938)

ORDER DIRECT — BUY WHOLESALE — NOT RETAIL
EXCLUSIVE DEALER AREAS ALSO AVAILABLE

We Feature 30 Day Delivery — No Order Too Large

The Duplicate Forms Co.
STATION STREET MENTOR, OHIO

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For Your Annual
TYPEWRITER ROLLER CHANGE

Insist on a "*Futuristic*" 5-Star Platen for Best Results

Manufactured and Distributed to Office Machine Dealers by
AMES SUPPLY COMPANY
Contact your Local Typewriter Dealer

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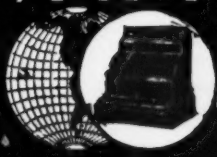
CASH REGISTER PARTS

WORLD WIDE SERVICE



HIGHEST QUALITY PRODUCTS

NEW ADDRESS:
International Cash Register & Parts Co.
207 E. EVERGREEN ST., MT. PROSPECT, ILL.

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"SUPERIOR'S"

ROYAL
REMINGTON
UNDERWOOD
L. C. SMITH

OFFICE MACHINES

In Rainbo-tone Decorator

COLOR

AT HALF THE PRICE*

*Superior grade reconditioned typewriters, refinished in sparkling new Rainbo-tone colors . . . are grand for performance and economy. They are easy on the eye and on the pocketbook. Cost only half of what you would expect to pay for a brand new machine.

Whether for business, office, home or for professionals, everyone can now afford a Superior Rainbo-tone Typewriter.

Adding machines in matching colors are also available.

See your dealer or write to:

SUPERIOR TYPEWRITER CO., INC.
World's Largest Rebuilders of Office Machines
34 HUBERT STREET · NEW YORK 13, N. Y.

SUPERIOR TYPEWRITER CO., INC.
34 HUBERT ST. · NEW YORK 13, N. Y.

☐ *Send me further information*

NAME _____
COMPANY _____
ADDRESS _____

☐ Dealers please check here

For More Information Circle No. 278

Burroughs Plymouth Expansion

Burroughs Corp. has begun construction of a 204,000 sq. ft. addition to its Plymouth Division plant facilities, it was announced by John S. Coleman president. The new one-story building will increase Plymouth Division operations to 840,000 sq. ft., or 19 acres of manufacturing area. Scheduled for completion early in 1957, it is expected that by 1958 an additional 2,000 employees will be required to man it. There are 3,500 presently employed at the Plymouth Division and this will be the division's third expansion since 1950.

Eastern Advances Pooler

T. Richard Probst, vice president and manager of mills for Eastern Corp., announced the appointment of Paul L. Pooler to the newly created post of supervisor of finishing operations. Mr. Pooler started with Eastern in 1922 in the finishing department. In 1927 he was promoted to foreman of the bindery in the advertising department. After separation from the Army in 1946 as a lieutenant colonel, he became a member of the industrial engineering department, conducting time studies in the finishing and shipping departments. During the past summer he was in charge of Eastern's Guest House activities.

National Conference & Exhibit Calendar

Operations Research Society of America, Sheraton Park Hotel, Washington, D.C., May 10-11.

Institute of Internal Auditors, Edgewater Beach Hotel, Chicago, May 13-16.

National Assn. of Credit Men, Cincinnati, May 13-17.

New York Stationery Show, New Yorker

CEL·U·DEX

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SIGNALS

FOR VISIBLE

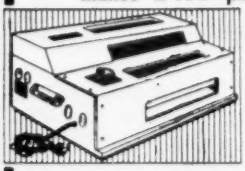
RECORDS

Twelve colors available. Special colors, sizes, printed and punched signals upon request.

CEL-U-DEX CORP.
1 Main St., Brooklyn 1, N. Y.

For More Information Circle No. 198

NEW . . . "Genco" EXACT-FAX
makes DRY photo copies



automatically

- Operates in any office light —fluorescent or incandescent!

NEW Portable Model . . . $225.

NOW with stainless steel exterior

ONE UNIT DOES EVERYTHING

- Makes **multiple** copies @ 4c each
- No darkroom
- No fumes
- No washing
- No fixing
- No drying
- Simple to operate
- Get 60 to 90 copies per hour
- 9" wide x any length
- 1-side or 2-sides

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"Write for free catalog today!"

GENERAL PHOTO PRODUCTS CO., INC.
15 Summit Ave., Chatham, New Jersey
Specializing in the manufacture of dry and wet process photo copy equipment & supplies.

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PAYCHECK "OUTLOOK" ENVELOPES

Eliminate Time and Expense of Addressing, also Chances of Error.

Paycheck "Outlook" Envelopes are absolutely opaque, essential when wages are paid by check. Nothing shows but the employee's name. This improves personnel relations.

Send for Samples and Prices Today

OUTLOOK ENVELOPE CO., *Est. 1902*
Originators of "Outlook" Envelopes
1001 W. Washington Blvd., Chicago 7, Illinois

For More Information Circle No. 200

Save Those Beautiful Eyes

RITE-LINE COPYHOLDER

- SAVES EYESTRAIN
- PROMOTES ACCURACY
- INCREASES PRODUCTION
- TAKES COPY UP TO 20"
- HOLDS NOTEBOOK
- FITS IN DESK DRAWER
- LINE MAGNIFIER EXTRA

Send for FREE Booklet describing RITE-LINE COPYHOLDER

RITE-LINE CORPORATION
4209 39th St., N. W., Washington 16, D. C.

For More Information Circle No. 201

ZIP-O-RITER

Addresses Directly from Card Files

Writes Headings On Work Sheets Accounting & Tabulating Forms

INDISPENSABLE FOR
MANY OFFICE ADDRESSING & DUPLICATING PROBLEMS.

Anyone can use the ZIP-O-RITER which prevents copying errors. Addresses or duplicates without plates, inks or costly machines.

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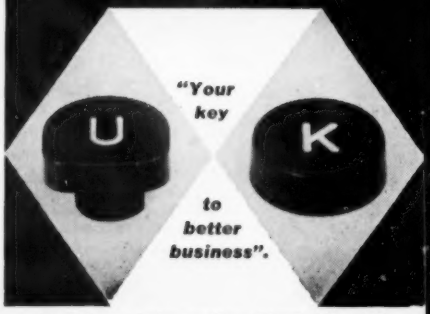

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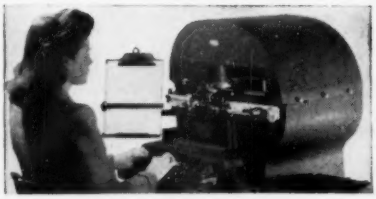

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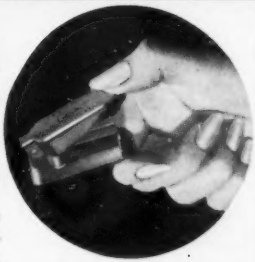

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As We See It

Save Yourself!

IT IS OFTEN said that we Americans are a wasteful people. Because we have been blessed with an abundance of natural resources, plus the wherewithal to obtain what is not found within our shores, we make little effort at conservation. Our philosophy has been (we are improving but still have a long way to go) to use it up while we have it. When there is no more—oil, coal, paper, topsoil, etc.—then someone will invent a substitute. Look in your wastebasket at the end of a day and you'll see how little we think of a piece of paper—but how long does it take to grow a tree for wood pulp to make "inexpensive" paper? So, you say, we can make our paper from grass or some synthetic material. It sounds logical and is perhaps true.

There is one very important commodity which cannot be replaced as simply as are inert materials. That is the human being. Right now we have a shortage of manpower and, as automatic machinery is developed, we are promised that there will be more jobs than ever before. Yet we seem to be as wasteful of our manpower as we are of our raw materials. The more expensive types of manpower, which business and industry call "executives," are shown by statistics to have a shorter lifespan than the average worker. Considering the years of training and experience required to produce an executive, this is a terrible waste.

Workers themselves are none too careful when it comes to personal safety. In addition to killing and maiming themselves in greatly increasing numbers at home and on the highway, occupational accidents are rising. Production losses due to on-the-job injuries in 1955 amounted to 39 million mandays. Deaths and permanent disabilities cause losses not only when they occur, but for years to come. The total loss from 1955 injuries is estimated at 193 million mandays—enough to produce 100 million refrigerators, build a million six-room houses or mine two billion tons of coal.

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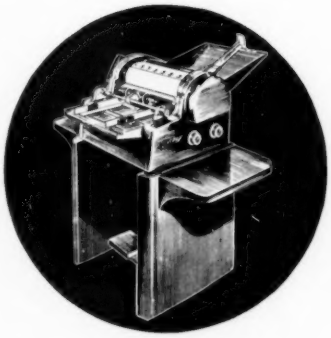

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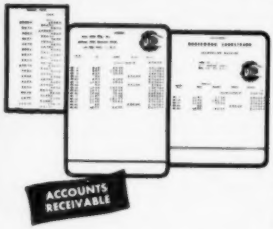

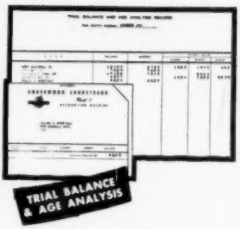

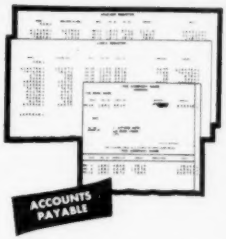

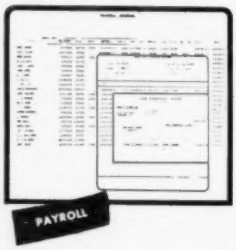

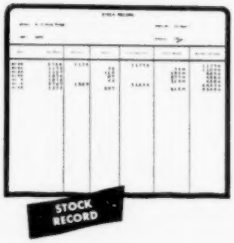

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